Welcome to the Team!

You have been selected to play a vital role at the most important juncture of our democratic process.

The forthcoming elections are fundamental to our democratic processes, and your role will be critical. To have the confidence of the electors, it is essential that the elections are seen to be run fairly and impartially by the Commission. As a member of the polling team in your constituency, you will play a key role in meeting the set objectives of delivering a fair and impartially conducted election. You share responsibility for the conduct of the voting and management of the polling stations in your constituency. In carrying out this responsibility, you must remember at all times that the Electoral Commission is a service organisation, dedicated to helping eligible Ghanaians to fulfill their constitutional right to vote and enabling them do so with a minimum of delay.

In addition to making sure that voting in your constituency runs smoothly, you will also be responsible for ensuring that whatever you and your team do is in line with the regulations and the procedures set out in this Manual. You must therefore study this Manual carefully and make sure that the contents are followed strictly.

Finally, on behalf of the Electoral Commission, I would like to thank you for making yourself available to undertake this important national task. I wish you well and hope that you will uphold the great trust reposed in you. Once again, you are welcome to the team.

Dr. K. Afari-Gyan
Chairman
ELECTORAL COMMISSION
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This Election Officials Manual contains instructions to all election officials appointed by the Electoral Commission to conduct the 7 December Presidential and Parliamentary elections. We have travelled from the registration of eligible voters in October in 1995 through the preparation and the exhibition of the Provisional Voters Register in April/May, 1996 and we are now at the threshold of our ultimate goal - the conduct of transparent and credible Presidential and Parliamentary elections.

The processes and procedures for the conduct of elections are going through substantial changes and improvements. The introduction of the Voter ID Card into the voting system and the fact that both the Presidential and the Parliamentary elections are made on the same day present a great challenge to the election officials. This Election Officials Manual is therefore intended to help those directly engaged in the conduct of the polls to better understand the procedures and their underlying objectives. It is also to serve as a guide and ready, reference to the election officials who will undergo extensive training before they assume their various responsibilities.

Election officials, in whatever category they are, must study this Manual entirely and thoroughly, so that they know not only their own functions but also those of other officials who are part of the operational team working towards free and fair elections on 7 December 1996.
Responsibilities of the Returning Officer

As a Returning Officer, you are responsible for the conduct and supervision of the presidential and parliamentary elections in the constituency, under the direction of the Electoral Commission.

1. **Principal duties**

The principal duties of the Returning Officer include the following:

a. Posting Notice of Election, Notice of Nomination and Notice of Poll in the constituency.

b. Receiving and processing nomination of candidates.

c. Preparing the lists of Transferred Voters, Special Voters, Election Officials, Absent Voters and Proxy Voters.

d. Establishing suitable polling stations.

e. Making security arrangement for the poll.


g. Providing all necessary election materials to the Presiding Officers.

h. Appointing, training and supervising Presiding Officers and Polling Assistants.

i. Collecting ballot boxes and election materials from the Polling Stations.

j. Collation of the results from Polling Stations in the constituency.

k. Declaring the result of the elections in the constituency.

l. Submitting election results and related documents to the District Electoral Officer.

Each Returning Officer will have two or more **Deputy Returning Officers** as appropriate. Apart from supporting the Returning Officer in his principal duties, a major duty of the deputies is to inspect continuously the polling stations in the constituency on polling day to ensure the smooth and proper conduct of the poll. A Deputy Returning Officer has the powers of a Presiding Officer when on his or her rounds. This may include, if necessary, taking over the management of the polling station or instructing a Polling Assistant to take charge as a Presiding Officer.

2. **Preparation of Lists**

As a Returning Officer you must prepare the following lists for your constituency:
2.1 Transferred Voters

A voter registered in some other constituency, but who has been a resident in your constituency for 2 months or more may apply to you for his or her name to be entered on the Transferred Voters List, so that he or she can vote in your constituency on polling day.

You should not entertain an application for transfer unless it is submitted to you not less than 21 days before the date set for the poll. Application for transfer of vote must be made in person and no person may apply for transfer of vote for another person. The application can only be executed by the Returning Officer in the constituency in which the applicant is now resident.

2.1.1 Processing an Application for Transfer

As the Returning Officer you must process any transfer of vote as follows:

a. Find out from the applicant his or her present residence.

b. If qualified, ask to see the applicant’s ID Card.

c. Ask the applicant to complete two copies of Part I of Form of Application for the Transfer of Vote (Form E.C. 6). A copy of the Form is on p. 34.

d. Cross check with your counterpart in the constituency where the applicant claims that he or she has registered to verify the information. If it is verified, you inform the person of the location of his or her new polling station.

e. Complete two copies of Part II of Form E.C. 6. Give a copy of Part II to the applicant and inform him or her to present the slip with his or her Voter ID Card to the Polling Assistant on polling day.

f. Enter the name and the ID Number on the Transferred Voters List (Form E.C. 7). A copy of the Form is on p. 35.

g. Forward a copy of Form E.C. 6 to the Returning Officer of the constituency from which the applicant has transferred his or her vote.
h. If, after cross checking with your counterpart, the name of the applicant cannot be found in the Voters Register of the constituency where he or she claims to have registered, inform the person that the application cannot be accepted.

If the applicant does not satisfy the two-months residence requirement, you must reject the application for transfer.

2.1.2 Receiving a Transfer of Vote

Just as Form E.C. 6 is sent to other Returning Officers, you may also receive similar forms from other Returning Officers. When these forms are received, you must:

a. Enter the name and ID Number of the transferred voter the Absent Voters List (Form E.L. 9) - for the appropriate polling station in the constituency. A copy of the form is shown on p. 37.

b. Retain the Forms E.L. 9 and E.C. 6 as official records of the election.

If an applicant wishes to transfer from one polling station to another within the same constituency the procedures above will apply with the exception that you will not prepare a duplicate of the Form E.C. 6.

2.2 Special Voters

A special voting day will be set aside for certain security officers and election officials and other persons, who because of the nature of their duties cannot vote at the polling station where they registered on polling day. These ‘special voters’ are permitted, on application, to vote ahead of polling day on a special day set aside for the purpose.

An application to vote on a special voting day must be submitted to you, through the applicant’s superior officer, not later than seven days before the polling day.

2.2.1 Processing Application for Special Voting

Applications for special voting will normally come to the Regional Director in the form of a list from the applicants’ superior officers with an indication that those listed will be on duty on polling day at places other than where they registered. This list will indicate the name, the voter ID number, and the polling station where the applicants registered.
Upon receipt of the list, the Regional Director will check from the relevant Voters Register in the region to identify the relevant constituency of each voter on the list. He will then refer those who registered in your constituency to you for processing.

Upon receipt of the list from the Regional Director, you, as the Returning Officer, will check from the relevant Voters Register in the constituency to ascertain the authenticity of the particulars of the applicants. If the applicants are qualified to be special voters and will be working *in a constituency other* than where they are registered, you should:

a. Enter their names and voter ID numbers on the *Special Voters List* (Form E.L. 8). A copy of the List is on p. 36.

b. Inform the applicants - through their superior officers - the date and time for special voting.

c. Enter the names and voter ID numbers of the applicants on the *Absent Voters List* for the polling stations where they registered.

If the applicants will be working *in the same constituency* where they are registered but at different polling stations, you should:

d. Enter their names and voter ID numbers on the *Election Officers List* (Form E.L. 19) for the respective polling stations where they have been assigned to work to enable them vote there. A copy of the List is on p. 48.

e. Issue them with a *Certificate to Vote at Other Polling Station* (Form E.L. 18). A copy of the Certificate is on p. 47.

f. Enter their names and voter ID numbers on the *Absent Voters List* for the polling stations where they registered.

The special voters who will work in the same constituency where they are registered will vote on polling day and not the day set aside for special voting.

### 2.2.2 Polling Station for Special Voting

You must, as the Returning Officer, designate only one polling station in your constituency where all special voters who will work outside the constituency in which they registered will cast their vote on the day set aside for special voting.

*The Special Voters List shall on the special voting day be used as the Voters Register.*
2.2.3 Custody of Ballot Boxes for Special Voting

Ballots cast on a special voting day shall not be counted after the poll. The ballot boxes containing the ballots should be kept in a secure room at a police station.

You or your deputies must seal the room with an official seal and retain the key. The room must be guarded by a police officer. Polling Agents may also guard the room.

2.2.4 Counting of Special Voters Ballots

*On polling day* at exactly at 5 p.m. when voting at the polling stations has ended you, as the Returning Officer, must open the Special Voters ballot boxes and count the ballots in the presence of the candidates or their agents.

The results of the count should be recorded separately on the Declaration of Results Form as any other polling station and marked ‘Special Voting’. The total of the special voting ballots should be added to the total ballots from all the polling stations in the constituency before the declaration of the constituency results.

2.3 Absent Voters

Any name that you enter on the Transferred Voters List, the Special Voters List and the Election Officers List must also be entered on the Absent Voters List *(Form E.L. 9).* A copy of the List is on p. 37.

All names on the Absent Voters List must be cancelled in the Voters Register concerned.

You must, therefore, give copies of the Absent Voters List for each polling station in your constituency to the respective Presiding Officers to enable them to cancel the names from the Voters Register.

2.4 Proxy Voters

A registered voter who is bed-ridden, because of ill-health or absent from his or her constituency, and cannot go to the polling station in person to vote on polling day is allowed by law to appoint another person, a proxy, to vote on his or her behalf.

As the Returning Officer, you should not entertain an application for voting by proxy unless it is submitted to you not less than 14 days before the date set for the poll.
2.4.1 Processing an Application for Proxy Voting

You must process an application for proxy voting as follows:

a. Ask the applicant to complete, in quadruplicate Form of Voting by Proxy (Form E.L. 10). A copy of the Form is on p. 38.

b. Inspect the applicant’s Voter ID Card to ascertain that it is genuine.

c. Check the information on the Proxy Form from the appropriate Voters Register.

d. If the information tallies, endorse the Forms with your name and your signature and distribute the Forms as follows:

   ♦ The original is kept by yourself.
   ♦ The duplicate is sent to the District Electoral Officer.
   ♦ The triplicate is given to the person appointed as proxy.
   ♦ The quadruplicate is given to the applicant.

e. If you are satisfied that the proxy is qualified to be registered as a voter, enter the name of the proxy as well as the name of the applicant on the Proxy Voters List (Form E.L. 11). A copy of the List is on p. 39.

f. Forward a copy of the List to the Presiding Officer of the polling station to which the proxy is assigned.

2.4.2 Cancellation of a Proxy Voter

A voter who has appointed a proxy may cancel the appointment upon application filed by the voter. An application for cancellation of a proxy should be submitted to you not less than 7 days before the date set for the poll. You must process an application for cancellation of a proxy as follows:

a. Ask the voter to complete, in quadruplicate, Cancellation of Appointment of a Proxy (Form E.L. 12). A copy of the Form is shown on p. 40.

b. Check the information of the original Form E.L. 10 with the information on Form E.L. 12.

c. If information tallies, endorse Form E.L. 12 with your name and your signature and distribute the Forms as follows:

   ♦ The original is kept by yourself.
   ♦ The duplicate is sent to the District Electoral Officer.
The triplicate is given to the person who was appointed as proxy (if he or she can be located).

The quadruplicate is given to the applicant.

d. Attach the original Cancellation Form to the Proxy Voters List, cross out the name and Voter ID Number of the person on the List and endorse the line with the word ‘Cancelled’.

### 2.5 Distribution of Lists

Before polling day you should have prepared all the above lists for all the polling stations in your constituency. Owing to the possibility of human errors in recording names and voter ID numbers on the lists, you are urged to do a thorough check on your information on the lists prepared before distributing them to Returning Officers in other constituencies and Presiding Officers at the relevant polling stations in your own constituency.

### 3. Establishment of suitable polling stations

The location of the polling stations will be the same as the ones used for the Exhibition of the Provisional Voters Register in May 1996. Due to the comprehensiveness of the polling procedure and the need for adequate space, it is important that you, as the Returning Officer, determine clearly the placement of chairs, tables, voting screens, ballot boxes, etc. in as many polling stations as possible to ensure a proper conduct of the poll. This should be done in close collaboration with the Presiding Officer of the polling station.

You should, in particular, ensure that the polling station is set up with a view to facilitating crowd control, security, overall supervision and the easy flow of the voters through the Station.

Where there is the possibility of the weather conditions disrupting the conduct of the polling, the Returning Officer should - in advance - and in collaboration with the Presiding Officer, identify an alternative location for polling; for example, a school, a local authority office or a local court house or any other suitable location. A chiefs house or a private residential building should not be used as a polling station.

You should arrange with the most senior police officer in your constituency for at least one security officer to be present at each polling station throughout the hours of voting and the subsequent transportation of ballot boxes and election materials. Police personnel will also be required at the Constituency Centre.
4. Certification of Letters of Appointment and Issue of Appointment Cards

As the Returning Officer, you are responsible for certifying Letters of Appointment from candidates stating the name and address of the Polling Agent and the polling station to which he or she is to be assigned.

a. On a day set by you, the Polling Agent should appear before you to be sworn upon penalty and perjury that he or she will abide by the laws and regulations governing the conduct of elections.

b. Upon the taking of the oath by the Polling Agent, you should sign both the original and duplicate copies of the Letters of Appointment.

c. You should then issue to the Polling Agent the duplicate copy which must be presented to the Presiding Officer of the polling station to which the Agent is assigned on the day of the poll.

The same procedures as outline above will apply to Counting Agents of candidates for counting of ballots. However, the Counting Agent should also swear that he or she will sign both the Declaration of Results following the count of the ballots at the polling station and the Collation and Declaration of Results at the Constituency Centre, or state in writing to the Presiding Officer or you the reason for failing to do so. The Results Forms are shown on pp. 53-58

Unless otherwise directed by the candidate, the Polling Agent appointed by a candidate will act as the Counting Agent at the counting of the votes at the assigned polling station.

Furthermore, you are responsible for giving Appointment Cards to the following persons:

- Deputy Returning Officers
- Presiding Officers
- Polling Assistants
- Polling and Counting Agents

The Appointment Cards will be supplied to you by the Regional Director.
5. **Materials required at the Polling Station**

It is your responsibility as a Returning Officer to ensure that all election materials are available at the polling station on polling day. The materials concerned are presented in Box 1 on page 12.

6. **Distribution of Election Materials**

As the Returning Officer, you will distribute the ballot boxes and election materials to the Presiding Officer. Either the Presiding Officer will pick-up the boxes and materials at the Constituency Centre or the ballot boxes and materials will be delivered to him or her at the polling station. You will:

a. Certify that all items on the *Checklist*, which accompany the materials you receive from the Region, have been included in the ballot boxes before you seal the boxes. You certify by placing a tick next to each item at the time it is placed in the ballot box.

b. Remember always to place a copy of the *Checklist* in each ballot box for the Presiding Officer to certify from.

c. On surrendering the boxes with the election materials to the Presiding Officer complete in duplicate the *Transfer of Election Materials (Form E.L. 20A)* and sign both copies. A copy of the Form is shown on p. 49.

d. Ask the Presiding Officer to sign the two copies and hand over one copy to him or her.

7. **Supervision of the Poll**

You and your deputies are responsible for ensuring that Presiding Officers and Polling Assistants are familiar with, and do carry out, their instructions as set out in this Manual.

Your training of both the Presiding Officers and the Polling Assistants is an opportunity for you to ensure the fulfillment of this responsibility.

You and your deputies should visit as many polling stations as possible in your constituency during polling day. You should prepare a Plan for the supervision of the poll in close collaboration with the District Electoral Officer.
8. **Collection of Ballot Boxes and Election Materials**

The collection of ballot boxes to the Constituency Centre will follow the procedures described on pp. 21-22.

You should remember to issue a signed copy of the Transfer of Election Materials (Form E.L. 20B) to the Presiding Officer who surrenders the materials to you. A copy of the Form is shown on p. 50.

9. **Collation of Results at the Constituency Centre**

Before the election results are announced at the Constituency Centre, you must, as the Returning Officer, sum up the total number of votes cast for each candidate at all polling stations throughout the constituency, including the votes cast on special voting day. This is known as the collation of election results. At the end of the collation, a winner is declared for each contest (presidential and parliamentary) for the constituency level at the Constituency Centre.

Whereas results compiled at the constituency level in respect of candidates for the parliamentary election are final for the candidates, the results for presidential candidates are not final until the results from all other constituencies have been put together at the national level.

9.1 **Procedures for Collating Election Results**

*The collation of the Presidential ballot must be carried out first.*

You must, as the Returning Officer:

a. Make sure that results from all polling stations within the constituency are received before the collation is started.

b. Fill the Collation of Results (Form E.L. 23B) on the basis of the Declaration of Results (Form E.L. 24B) from the various polling stations in the constituency. Copies of the two Forms are on pp. 56 and 58.

c. If requested by a Counting Agent double check the collation results.

d. Sign the Declaration of Results Form yourself and let the Counting Agents sign the Declaration of Results Form.

e. Give a signed copy of the Declaration of Results Form to each Counting Agent.
f. Publicly announce the results of the election.

g. Post a copy of the Declaration of Results Form in a conspicuous place at the Constituency Centre.

h. Endorse the results of the election on the **Writ of Election (Form E.L. 1B)**.

i. Send a copy of the Declaration of Results and the Writ of Election to the District Electoral Officer.

After the collation of the Presidential ballot has been completed you repeat the procedures for the Parliamentary ballot using Forms E.L. 1B, E.L. 23A and E.L. 24A. The two latter Forms are shown on pp. 55 and 57.
BOX 1:  Election Materials at the Polling Station

‘HARDWARE’

2  Ballot boxes (One for presidential and one for parliamentary ballot)
10  Seals (5 for each ballot box)
2  Voting screens for thumb printing of ballot papers
10  Tables for the Polling Assistants, the voting screens and the ballot boxes
10  Chairs for Election Officials and Polling Agents
2-4  Benches (alternative to chairs)
4  Ball pens (red)
4  Indelible ink for marking voters
4  Endorsing ink for the stamp pads
2  Stamp pads for validating ballot papers
2  Thumb print pads for marking the ballot papers
2  Validating stamps (presidential and parliamentary)
1-2  Pieces of rope for demarcation of the polling station
1-2  Pieces of clean cloth for cleaning the thumbnail
4-6  Directional Posters
5  Rulers

KEY DOCUMENTS AND FORMS

1  Voters Register for the polling station
-  Ballot papers and tendered ballot papers (based on the number of voters on the Voters Register)
8  Lists:  • Transferred Voters List (where applicable)
          • Special Voters List (on special voting day)
          • Election Officials List (where applicable)
          • Proxy Voters List (where applicable)
          • Absent Voters List (where applicable)
          • Name Reference List
          • Tendered Voters List
          • Polling Station Guide

2  Election Officials Manual
20  Statement of the Poll (Form E.L. 21)
20  Declaration of Results (Form E.L. 22)
2  Handing-over Certificate (Form E.L. 15)
2  Form of Arrest (Form E.L. 16)
2  Search of Suspected Persons (Form E.L. 17)

OTHER

2  Tamper-evident envelopes for completed forms, unused and spoilt ballot papers, counterfoils of used ballot papers, candidates votes, etc.
1  Poster ‘How to Mark the Ballot’
1  Poster ‘Voting Steps’
Responsibilities of the Presiding Officer

The Presiding Officer has complete control of the polling station.

1. Principal duties

The principal duties of the Presiding Officer include the following:

a. Setting up the polling station.
b. Taking proper custody of ballot boxes, ballot papers and all other materials required for the conduct of the poll.
c. Supervising the Polling Assistants and promptly resolving any problems encountered by them.
d. Maintaining order at the polling station.
e. Undertaking thorough counting of votes.
f. Dispatching ballot boxes and election materials to the Returning Officer after the poll.

2. Setting Up the Polling Station

2.1 Materials

a. The Returning Officer of your constituency will supply you with all the materials required for setting up the polling station and conducting the poll, with the exception of tables, chairs, a clock, a lamp and a piece of clean cloth to wipe the thumb of voters.

b. You will receive all the materials in sealed ballot boxes.

C. You must not open the ballot boxes before polling day - see below 3.1 (i).

d. On the receipt of the sealed ballot boxes from the Returning Officer you should sign the Transfer of Election Materials (Form E.L. 20A) and obtain a copy of the Form. A copy of the Form is shown on p. 49.

2.2 Preparing for Setting Up of the polling station

You should in close collaboration with the Returning Officer of your constituency, prepare for setting up the polling station. Not later than 4 days before the day of the election, you should:
3. **Before voting begins**

### 3.1 **On the morning of the poll**

On the morning of the poll, you and your Polling Assistants must:

- **a.** Arrive at the polling station not later than 6.00 a.m.
- **b.** Arrange the tables, chairs and the voting screens in the appropriate places identified earlier.

**At 6.45 a.m. you shall, as the Presiding Officer:**

- **c.** Ensure that your Polling Assistants, the security officer and any available Polling Agents are in place.
- **d.** Open each of the ballot boxes in the presence of the public and the Polling Agents, take out the election materials enclosed and ascertain that all items are present using the *Checklist* which accompanies the materials.
- **e.** Seal each empty ballot box with the numbered padlock seal and record the numbers of the seals in the appropriate place on *Statement of Poll (Forms E.L. 21A and E.L. 21B)*. Copies of the Statements are shown on pp. 51-52.
- **f.** Show the sealed packets of ballot papers to the public and the Polling Agents and open them in their presence.
- **g.** Complete the appropriate sections of the Statement of Poll Forms.
- **h.** String the rope provided across the polling station such that there will be orderly flow of voters through the polling station.
i. Place the two ballot boxes (Presidential and Parliamentary) on two tables in plain view of the public for the receipt of ballot papers.

j. Place all necessary materials, including the Voters Register, the electoral stain, the ballot papers, etc. - at the appropriate tables to serve the voters (see p. 23 for details).

k. Place a thumbprint pad in each voting screen to enable voters to mark their ballot paper.

l. Post the ‘VOTING STEPS’ and the ‘HOW TO MARK THE BALLOT’ posters at the head of the queue.

m. Open the polling station for voting at 7.00 a.m. prompt.

3.2 Polling/Counting Agents

The main responsibilities of the Polling/Counting Agent at the polling station will be to help detect personation and multiple voting and to certify that the poll was conducted in accordance with the laws and regulations governing the conduct of the election.

As the Presiding Officer, you must:

a. Ensure that each candidate is represented by only one Polling Agent at a time at the polling station. A Counting Agent for the counting of votes for each candidate is allowed at the close of the poll.

b. Inspect the Letters of Appointment endorsed by the Returning Officer when Polling and Counting Agents present themselves on polling day and provide them with their Appointment Cards.

c. Start your work on time (for both polling and counting) even if some or all of the Polling Agents are late or not present.

d. Under no circumstances allow a Polling or Counting Agent to handle any of the election materials or meddle in the conduct of the election.

e. Remember that once a person’s particulars are in the Voters Register he or she cannot be challenged by the Polling Agent or any other person except for personation or multiple voting.
4. During the polling

4.1 Damaged or Spoilt Ballot Papers

If a voter accidentally damages his or her ballot paper, for example, by tearing or dirtying it, or if a ballot paper is severely torn when removing it from the ballot booklet, it must be cancelled and replaced. The voter should be given a fresh ballot paper. You must run a pen across the damaged ballot paper and write ‘Spoilt Ballot Paper’ on it and place it in the appropriate envelope provided for the purpose.

4.2 Tendered Voters

The Polling Assistant may direct a person to you with the complaint that someone has voted in his or her name. If so, you must question the person to establish his or her identity, and if the person insists that he or she is the one whose name is on the Voters Register, you must:

a. Ask the person to complete Declaration for Tender Ballots (Form E.L. 13). A copy of the Form is shown on p. 41.

b. Give the person one tendered ballot paper for the Presidential Election and one tendered ballot paper for the Parliamentary Election to enable him or her to vote.

c. Direct the person to the voting screen for the Presidential election, tell him or her to mark the ballot papers, fold them and return them to you. The tendered ballot papers must not be put into the ballot boxes.

d. Endorse the ballot papers by writing the name and ID Number of the voter on them. Then place the ballot papers in the envelopes provided for the purpose.

e. Write the name and the ID Number as well as his or her chosen candidate(s) on Tendered Voters List (Form E.L. 14). A copy of the List is shown on p. 42.

f. Tell the person what you have done and ask him or her to leave the polling station.

Remember that confidentiality is of utmost importance in dealing with a tendered vote. You must ensure that no one else sees the Tendered Voters List or knows how a person cast a tendered ballot. You yourself must not reveal how a person voted.
4.3 Assisting in Voting

As the Presiding Officer, you will be informed by the Polling Assistant at the Voters Register Table if a voter is in need of assistance due to blindness or any other physical cause. Upon such notification you must:

a. Permit the voter to be assisted by a person of his or her own choice.
b. Record on the Voters Register that the voter was assisted and the reason for the assistance.

4.4 Personation or Attempting Multiple Voting

A person who pretends to be someone else (living or dead) with a view to vote in that person’s name or who uses a fictitious name commits the offence of personation.

A person proceeding to vote, or who has already voted but has not left the polling station, can be challenged on the grounds of personation. If such a situation arises, you must:

a. Ask the challenger if he or she is prepared to substantiate the charge in a court of law. If he or she says NO, the matter should end there.
b. If he or she says YES, ask the person who is being challenged whether he or she admits the charge.
c. If the person admits the charge complete Form of Arrest (Form E.L. 16), hand the Form to the security officer and ask him to take the person under arrest to the police station. A copy of the Form is on p. 44.
d. If the person does not admit the charge, the person must be allowed to vote. You must, however:
   ♦ Write ‘Protested against for personation’ against the name on the Voters Register.
   ♦ Complete the Form E.L. 16 and instruct the security officer to take the person under arrest for investigation.
e. If a person is challenged after he or she has already voted, you should write ‘Protested against for personation’ against the name of the person on the Voters Register.
f. If you find the challenge to be absolutely without good reason, an order of arrest should not be executed. You must, however, record the challenge on a separate sheet of paper and let the challenger sign it. This sheet of paper must be forwarded together with all
other election materials to the Returning Officer. Also, write ‘Protested against for personation’ against the name of the person on the Voters Register.

g. No voter should be allowed to cast more than one vote. In the event of a voter casting or attempting to cast more than one vote, the same procedures as in (a-f) should apply.

4.5 Maintenance of Order

The Presiding Officer is responsible for the orderly conduct of the poll at the polling station. You must ensure that only the following persons are admitted to the polling station during the poll:

i. Election Officials
ii. Security officers on duty.
iii. Persons applying to vote (voters).
iv. Candidates, their spouses and their Polling/Counting Agents.
v. Persons authorised by the Commission (journalists, observers, etc).
vi. Persons accompanying voters who are blind or otherwise physically incapacitated.

As the Presiding Officer, you are empowered by law to:

a. Instruct the security officer to remove any person, including Polling Agents, from the polling station, whose behaviour disturbs the voting process. A voter must vote without undue delay and should leave the polling station as soon as he or she has put the ballot paper in the ballot box.

b. Cause the arrest of any person charged with personation, violence, voting more than once or concealing a ballot paper on his or her body at the polling station. In case of the latter event you should fill in Search of Suspected Persons (Form E.L. 17). A copy of the Form is shown on pp. 45-46.

c. Cause the arrest of any person campaigning within 100 metres of the polling station.

4.6 Handing over to a relief

If you are relieved so that you cease to be the Presiding Officer, you should complete Presiding Officer’s Handing-Over Certificate (Form E.L. 15), and make sure that the relieving officer gives a copy to you before you leave the polling station. A copy of the Certificate is shown on p. 43.
When you are leaving the polling station for a minute or two, all you need to do is to tell one of the Polling Assistants to take over. Note that the relieving officer cannot order someone to be arrested, or excluded or removed from the polling station.

When polling is slow, you can take the place of your Polling Assistants in turns, so that they can get rest or food.

### 4.7 Other

You should, as part of your general supervision, regularly check the ID Cards of the voters queuing in order to resolve any problems arising as early as possible. For example, a voter may not appear at the correct polling station and you should be able to direct him or her to the correct station before he or she reaches the Voters Register Table. In such a case, you will use the Polling Station Guide.

### 5. Closure of the poll

As the Presiding Officer, you must:

a. Close the poll promptly at 5 p.m. However, all persons in the queue waiting to vote at that hour shall be allowed to vote.

b. At 5 p.m. instruct the security officer to stand at the end of the queue and ensure that no one enters it after 5 p.m.

### 6. Counting Procedures

#### 6.1 Before Counting Begins

No ballot box should be opened for the purpose of counting until after 5 p.m. - even if there is no one in the queue waiting to vote before that hour.

At the close of the poll and after each qualified person in the queue has finished voting you must, as the Presiding Officer.

a. Prepare the polling station for the counting of votes by clearing tables and arranging chairs so that the count can take place in the open.

b. Ensure that only the following persons are admitted to the counting table where the count will take place:
Polling Assistants appointed to assist the Presiding Officer
Candidates and their spouses
Counting agents
Observers authorised by the Commission

c. Check with the Statement of Poll for the count and verify together with the Polling Agents that the ballot seal numbers that were recorded at the beginning of the poll are the same as those that appear on the seals at the close of the poll.

6.2 Counting of Votes

As the Presiding Officer, you will:

a. Break the seals on the Presidential Ballot Box and, in full view of the Counting Agents:

   - Remove all the ballot papers from the ballot box.
   - Stack the ballot papers on the counting table according to the candidates for which they were cast.

b. After having stacked the ballot papers, audibly count the ballots for each candidate. At this point a Counting Agent may ask for a re-count if not satisfied.

c. Complete Declaration of Results (Form E.L. 22B) when the result is known. Then ask the Counting Agents to countersign the Form. If a Counting Agent refuses to sign he or she must assign reasons in writing for failing to do so. A copy of the Declaration is shown on p. 54.

d. Follow the same procedure as above in the case of the Parliamentary ballots using Form E.L. 22A (see p. 53).

e. Ensure that the total valid votes obtained by each candidate plus the rejected votes on Declaration of Results Form is equal to the total votes cast on the Statement of the Poll.

f. Verbally announce the result of each election at the polling station reading from the Declaration of Results Form signed by you and the Counting Agents.

6.3 Votes which are not to be counted

Tendered ballot papers are not counted.

As the Presiding Officer, you must:

a. Decide the validity of a ballot paper. A ballot paper shall be rejected if it:
does not bear the official ballot validation stamp of the polling station.

♦ has anything written on it by which the voter can be identified.

♦ has not been thumb printed.

♦ is not clear for which candidate the voter has voted.

♦ is marked with more than one candidate.

b. Show the rejected ballot paper to the Counting Agents before rejecting it.

c. Write the word ‘Rejected’ on the ballot paper and, if a Counting Agent objects to the rejection, you must also write the words ‘Rejection objected to’.

6.4 Packing Up Procedures

After announcing the results of the poll, you should:

a. Complete the Statement of Poll.

b. Seal the Statement of Poll and the Declaration of Results Form in the plastic security envelope provided and write the polling station Number on the outside of the envelope.

c. Seal the ballots obtained by each candidate in a separate envelope with the name and the number of ballots obtained by the candidate written on the envelope.

d. Put back all the envelopes into the ballot box and seal it to prevent the introduction of additional ballot papers.

e. Seal the unused and spoilt ballot papers together in the envelope provided for that purpose.

f. Seal the marked copy of the Voters Register and the counterfoils of the ballot papers in the envelope provided for that purpose.

g. Seal the tendered ballot papers, the Tendered Voters List as well as the Declarations of Tendered Ballot (Form E.L. 13) made by the voters who asked for tendered ballot papers, in the envelope provided for that purpose.

h. Seal all rejected ballot papers in a separate envelope in the envelope provided.

i. Seal all rejected ballot papers which are objected to by a Counting Agent in a separate envelope for scrutiny by the Returning Officer at the Constituency Centre.
j. Place all envelopes containing documents for the poll in the ballot box and seal the box using the seals provided to ensure that no additional ballot papers and documents can be placed therein.

k. Give a copy of the Declaration of Results Form to each Counting Agent endorsed by your and their signatures.

7. Escort and Delivery of Ballot Boxes to the Constituency Centre

After the completion of the counting of both the Presidential and Parliamentary ballots, the Deputy Returning Officer may either come round to collect the ballot boxes and the election materials or you will have to convey them to the Constituency Centre.

If you have to do the conveyance, under no circumstances should ballot boxes or any electoral material be surrendered to any police officer, military officer, public official, candidates or their representatives.

As the Presiding Officer, you must:

a. Request the security officer and the Polling and/or Counting Agents to accompany you to the Constituency Centre.

b. Ensure that during the conveyance of the ballot boxes and the election materials no Polling or Counting Agent or security officer is permitted to carry or be in possession of a ballot box.

c. Take all possible precaution to protect the ballot boxes and election materials and prevent them from being tampered with.

d. Obtain a copy of a signed Transfer of Election Materials (Form E.L. 20B) from the Returning Officer or his or her authorised Deputy at the time you surrender the ballot boxes and the election materials. A copy of the Form is shown on p. 50.
Responsibilities of the Polling Assistants

There will be four (4) Polling Assistants assigned to each polling station to assist the Presiding Officer to process voters. They will be placed at different tables at the polling station and they will perform different duties. The four tables are:

- **The Voters Register Table** (Table 1)
- **The Electoral Stain Table** (Table 2)
- **The Presidential Ballot Table** (Table 3)
- **The Parliamentary Ballot Table** (Table 4)

The materials that should be available at each table are as follows:

**Table 1:**
- Voters Register
- Special Voters List (on special voting day only)
- Transferred Voters List
- Proxy Voters List
- Election Officials List
- Absent Voters List
- Name Reference List
- Polling Station Guide
- Election Officials Manual
- Pens and Rulers

**Table 2:**
- Electoral Stain
- Piece of clean cloth for cleaning voter’s thumbnail

**Table 3:**
- Presidential Ballot papers
- Validating Stamp
- Stamp pads (endorsing ink)
- Ruler

**Table 4:**
- Parliamentary Ballot papers
- Validating Stamp
- Stamp pads (endorsing ink)
- Ruler

In addition to the above materials the Presiding Officer will personally take care of the Tendered Voters List and the tendered ballot papers.
1. **The Voters Register Table**

As the Polling Assistant in charge of this Table, you will:

1.1 **For a Voter with a Voter’s ID Card**

a. Inspect the left thumb of the voter to ascertain that the voter has NOT already voted. If it is discovered that a person who wants to vote already bears the electoral stain on his or her thumbnail, the person cannot be permitted to vote.

b. Ask the voter to present his or her Voter ID Card, check for resemblance on the photo where applicable and check the Voters Register.

c. If the voter’s name and ID Number have been crossed, he or she is an absent voter. Check on the Absent Voters List (*Form E.L. 9*) if the person claims not to be an absent voter. If the person is listed there you should refer him or her to the Presiding Officer to be directed to the polling station where he or she should vote. A copy of the List is shown on p. 37.

d. If the voter’s name is on the Voters Register ask for his or her name to ascertain the true ownership of the ID Card. The voter should then say the name in an audible voice.

e. Tick next to the name and the ID Number of the voter in the space provided on the Voters Register.

f. Ask the voter to proceed to Table 2 where his or her thumbnail will be marked with the electoral stain.

If the name or other particulars (sex and age) on the Voter’s ID Card do not correspond with that on the Voters Register, but the polling station is correct and the Voter ID Number is reflected on the Voters Register, the voter should be allowed to vote.

1.2 **For a Voter without a Voter’s ID Card**

a. Inspect the left thumb of the voter to ascertain that the voter has NOT already voted. If it is discovered that a person who wants to vote already bears the electoral stain on his or her thumbnail, the person cannot be permitted to vote.

If the voter **remembers** his or her Voter ID Number

b. Check for the Number on the Voters Register and ask for the voter’s name and age.
c. If the voter’s name and ID Number have been crossed on the Register he or she is an absent voter. Check on the Absent Voters List if the person claims not to be an absent voter. If the person is listed you should refer him or her to the Presiding Officer to be directed to the polling station where he or she should vote.

d. If the ID Number is reflected on the Voters Register ask for the voter’s name and age.

e. If information tallies with the Voters Register, tick next to the name and ID Number of the voter on the Voters Register.

f. Ask the voter to proceed to Table 2 where his or her thumbnail will be marked with the electoral stain.

g. If the information does not tally follow the procedures for a person who does not remember his or her ID Number (see items h-m below).

If the voter does not remember his/her ID Number:

h. Ask for the name of the voter.

i. Check the Name of the voter on the Absent Voters List and the Name Reference List. A sample page of the List is shown on p. 59.

j. If the name is not found on the Absent Voters List but on the Name Reference List ask the voter about his or her age to verify the information.

k. If the name is not found on any of the two Lists, the person cannot be allowed to vote.

l. If information tallies, tick next to the name and ID Number of the voter on the Voters Register.

m. Ask the voter to proceed to the Table 2 where his or her thumbnail will be marked with the electoral stain.

If neither the name nor the Voter ID Number of the voter can be located on the Voters Register or on the Name Reference List, you must ask the voter to go to the polling station where he or she registered.

In case of voters who have been transferred, are special voters or proxy voters you must apply different procedures. These procedures are described below in chapters 1.3 - 1.7.
1.3 **Transferred Voters**

a. Inspect the voter’s thumbnail as under item (a) above.

b. Take the **Transfer Application Slip** from the voter. The slip is Part II of Form E.C. 6. A copy of the Form is shown on p. 34.

c. Ask for the Voter ID Card and check whether the information on the voter’s ID Card agrees with that of the Transfer Application Slip.

d. If the information tallies, then look for the voter’s name on the **Transferred Voters List (Form E.C. 7)**. A copy of the List is shown on p. 35.

e. If the voter’s name is found on the List, tick against it and allow the voter to proceed to Table 2.

f. If the information does not tally or the name is not found on the List, refer the voter to the Presiding Officer for further clarification.

1.4 **Proxy Voters**

a. Take the triplicate copy of the **Form of Voting by Proxy (Form E.L. 10)** from the proxy. A copy of the Form is shown on p. 38.

b. Check whether the information on the Form agrees with that on the Voters Register.

c. If the information tallies, then look for the voter’s name on the **Proxy Voters List (Form E.L. 11)**. A copy of the List is shown on p. 39.

d. If the voter’s name is found on the List, tick against it and allow the proxy to proceed to Table 2.

e. If the information does not tally, then refer the voter to the Presiding Officer for further clarification.

f. If the voter’s name is not found on the List the proxy cannot vote.

1.5 **Election/Security Officials**

This category of voters comprises all election officials assigned duties on polling day outside the polling station where they registered. The procedures for the Polling Assistant are as follows:

a. Inspect the voter’s thumbnail as under item 1.2 (a) above.
b. Take the triplicate copy of the **Certificate to Vote at Other Polling Station (Form E.L. 18)** from the voter. A copy of the Certificate is shown on p. 47.

c. Check whether the information on the Certificate agrees with that on the **Election Officials List (Form E.L. 19)**. A copy of the List is shown on p. 48.

d. If the information does not tally or the name is not on the List, refer the voter to the Presiding Officer for further clarification.

e. If the voter’s name is found on the List, tick against it and allow the voter to proceed to Table 2.

### 1.6 Special Voters

This category of voters mainly comprise security personnel who will be assigned duties on polling day at polling stations other than where they registered. They will vote a number of days before the general elections. The procedures for special voting are the same as those for the general elections, the **Special Voters List (Form E.L. 8)** being used as the Voters Register (see also pp. 3-5). A copy of the List is shown on p. 36.

### 1.7 Tendered Voters

You may find that someone has already voted in the name of a person who comes up wanting to vote. If so, you must direct the person to the Presiding Officer, who will deal with the matter (see p. 16).

### 2. The Electoral Stain Table

The Polling Assistant in charge of this Table should:

a. Check the left thumbnail of the voter and clean it if any greasy substance is identified.

b. Make a mark around both the lower and upper left thumbnail of the voter. Make sure the stain mark is clear and includes a portion of the skin.

c. Direct the voter to proceed to the Presidential Ballot Table (Table 3) to pick up his or her Presidential Ballot Paper.
3. **The Presidential Ballot Table**

The Polling Assistant in charge of this Table must:

a. Stamp the back of the ballot paper with the Validating Stamp.

b. Fold the ballot paper for the voter and tell him or her to refold the ballot in the same manner after thumb printing the ballot paper.

c. Hand the ballot paper to the voter and instruct him or her to place his or her thumbprint next to the name and symbol of the candidate of his or her choice, refold it and then place it in the Presidential Ballot Box. If found necessary use the ‘HOW TO VOTE’ poster to instruct the voter.

d. Point out the voting screen where the voter will mark his or her ballot as well as the Presidential Ballot Box in which he or she is subsequently to put the ballot paper.

e. Ask the voter to proceed to the Parliamentary Ballot Table (Table 4) after voting to pick up the ballot paper for the Parliamentary Ballot.

4. **The Parliamentary Ballot Table**

The Polling Assistant in charge of this Table must:

a. Stamp the back of the ballot paper with the Validating Stamp.

b. Fold the ballot paper for the voter and tell him or her to refold the ballot in the same manner after thumb printing the ballot paper.

c. Hand the ballot paper to the voter and instruct him or her to place his or her thumbprint next to the name and symbol of the candidate of his or her choice, refold it and then place it in the Parliamentary Ballot Box.

d. Point out the voting screen where the voter will mark his or her ballot as well as the Parliamentary Ballot Box in which he or she is subsequently to put the ballot paper.

e. Ask the voter to leave the polling station after casting the ballot.

5. **Other responsibilities**

In addition to the above responsibilities, you may as a Polling Assistant:
a. Assist the Presiding Officer during the counting of the votes and packaging of election materials after the close of the poll.

b. Act temporarily as the Presiding Officer if asked to do so by the Presiding Officer or the Returning Officer or his deputies of the constituency.
VOTING STEPS AT THE POLLING STATION

1. A voter leaving the polling station
2. A voter marking a choice on the Parliamentary Ballot Box
3. The Presiding Officer supervising the poll
4. A voter casting a vote in the Parliamentary Ballot Box
5. A voter marking a choice on the Congressional ballot paper in a screen
6. A voter casting a vote in the Congressional Ballot Box
7. A Polling Assistant checking the particulars of a voter on the Voters Register
8. A Polling Assistant applying the electoral stain
9. A Polling Assistant giving a Presidential ballot paper to the voter
10. A Polling Assistant giving a Parliamentary ballot paper to a voter

TABLE 1: A Polling Assistant checking the particulars of a voter on the Voters Register
TABLE 2: A Polling Assistant applying the electoral stain
TABLE 3: A Polling Assistant giving a Presidential ballot paper to the voter
TABLE 4: A Polling Assistant giving a Parliamentary ballot paper to a voter
Responsibilities of the DEO

The District Electoral Officer (DEO) has the general responsibility, under the guidance of the Regional Director, for the organisation of elections in his or her District.

1. Duties related to Training

1.1 Before the Training of Election Officials and Voter Awareness Facilitators

You must, as the DEO:

a. Recruit Voter Awareness Facilitators.

b. Identify and brief speakers on Public Interest Organisation (PIO) programmes.

c. Select suitable training venue(s) to ensure that training can be conducted in a learning environment that is conducive to skills transfer.

d. Communicate the date(s) and venue of training and all other relevant information to both trainers, facilitators and prospective trainees.

e. Ensure that training materials and other logistics are supplied to training venues at the right time in the right quantities.

f. Make the necessary arrangement for the lodging of participants and officials where necessary.

g. Ensure that all feeding arrangements are in place.

1.3 During the Training of Election Officials and Voter Awareness Facilitators

As the DEO, you must:

a. Be available to attend to problems that may arise during the training.

b. Ensure that meals are served at the right time.
c. Arrange for prompt payment of stipends to participants immediately after their training.

1.4 After the Training of Facilitators and Briefing of Sneakers

You will, as the DEO:

a. Ensure that speakers have copies of Questions and Answers and the PIO Plan.

b. Send out invitation letters to PIOs in the District.

c. Ensure that the Awareness Facilitators are provided with all the education materials they will need.

d. Ensure that all posters are distributed and displayed at vantage points throughout the District.

2 Duties related to the Election

2.1 Before Election Day

As the DEO, you must:

a. Make sure that all materials needed for the elections are parcelled and labelled in the District Office and ready for distribution to the polling stations in time.

b. Ensure that the Returning Officers of your District distribute all elections materials required for the election to the Presiding Officers.

c. Make the necessary transportation arrangements for conveying election materials from the District Office to the polling station and back.

d. Plan an effective programme/itinerary for speaker vans to broadcast messages on cassettes.

e. Draw an Election Day Activity Plan together with the Returning Officers for monitoring the poll.
2.2 **On Election Day**

You shall, on election day:

a. Check that all Returning Officers and/or their deputies have completed their delivery of the ballot boxes and the election materials.

b. Be available at the District Office to attend to problems that may arise at the polling stations.

2.3 **After the election**

After the election you must:

a. Ensure that the Returning Officers retrieve all ballot boxes with the election materials from the Presiding Officers, as soon as possible after the close of the poll.

b. Physically check that all sealed ballot boxes with the election materials are properly stored at the District Office or other suitable location approved by the Electoral Commission.

c. Organise the payment of allowances to Election Officials promptly.

d. Report on the elections to the Regional Director.
During the course of the election process a variety of Forms, Lists and other important documents will be used. Below is presented all relevant forms and lists presented in this document.

Being a Returning Officer, a Presiding Officer, a Polling Assistant or a District Electoral Officer, you are expected to familiarise yourself with the forms and lists that concerns you most in executing your responsibilities.

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<th>DESCRIPTION</th>
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<td>Declaration for Tender Ballots</td>
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<td>Statement of Poll (Presidential)</td>
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<td>Declaration of Results (Presidential)</td>
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<td>Collation of Results (Parliamentary)</td>
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<td>Collation of Results (Presidential)</td>
<td>E.L. 23B</td>
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<td>Declaration of Results (Parliamentary)</td>
<td>E.L. 24A</td>
<td>57</td>
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<tr>
<td>Declaration of Results (Presidential)</td>
<td>E.L. 24B</td>
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<td>Name Reference List (sample page)</td>
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FORM OF APPLICATION FOR THE TRANSFER OF VOTE
(Regulation 20 (1))

PART I

(To be filled in Duplicate)

To
The Returning Officer
Electoral Commission

........................................................................ Constituency
........................................................................ Region

I, .......................................................................................................................... hereby apply
(Full Name of Applicant)
for the transfer of my vote.

I am registered as a voter at Polling Station Number ...........................................

in the ........................................................................ Region.

My voter ID Number is ...........................................

I am now resident at ..................................................................................................

(Residential Address including Locality)

of ....................................................................... constituency since .............. day of ................................

.............................................................................. 19...........

(Signature/Thumbprint of Applicant)


PART II

(To be detached and given to Applicant)

To
The Returning Officer
Electoral Commission

........................................................................ Constituency
........................................................................ Region

Application is: Accepted ( ) Rejected ( )

Polling Station Assigned ...........................................................................................

Centre Code .............................................................................................................

Constituency ......................................................................................................... Region

Name of Returning Officer ....................................................................................

Signature ..................................................................................................................

Date .................................................................

E. C. 6
<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Voter ID No.</th>
<th>Polling Station Code in which he is registered</th>
<th>Date of Application for Transfer</th>
<th>Remarks</th>
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_E. C. 7_
### SPECIAL VOTERS' LIST
(Regulation 21 (1))

Notice is hereby given that the names of the following persons have been entered on the Special Voters' List:

<table>
<thead>
<tr>
<th>CONSTITUENCY</th>
<th>POLLING STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Voter</td>
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<td></td>
<td>Voter ID No.</td>
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<td>Occupation of</td>
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<td></td>
<td>Voter</td>
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<td>Polling Station</td>
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<td></td>
<td>in which Voter</td>
</tr>
<tr>
<td></td>
<td>is Registered</td>
</tr>
</tbody>
</table>

Signed........................................
Returning Officer

Page 36
### Absent Voters' List

<table>
<thead>
<tr>
<th>Name of Absent Voter</th>
<th>Voter I.D. No.</th>
<th>Date on which Application for Name to be entered on Transferred Voters' List or Special Voters' List was received</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Signed .........................................................

Returning Officer

E. L. 9

Page 37
FORM OF VOTING BY PROXY

(Regulation 23 (1)
(To be filled in triplicate)

The Regional Director
Electoral Commission

.......................................................... Region

I, ..........................................................................................................................
(Full Name)

hereby apply to vote by Proxy. My Proxy is ..............................................................
(Full Name)

.......................................................... of ..........................................................
(Residential Address of Proxy)

who, to the best of my knowledge and information, is qualified to be registered as a voter under the electoral law in force in Ghana.

I am a citizen of Ghana and I am registered as a voter at ..............................................................

Polling Station in .............................................................. Constituency:

My Polling Station No. is ..............................................................

My Voter I. D. Number is ..............................................................

..........................................................
Signature/Thumbprint

E. L. 10
To THE PRESIDING OFFICER

PROXY LIST

Notice is hereby given that the names of the following persons have been entered on the Proxy List:-

CONSTITUENCY

<table>
<thead>
<tr>
<th>Name of Voter appointing Proxy</th>
<th>Voter ID No.</th>
<th>Polling Station No.</th>
<th>Serial No. in Voters Register</th>
<th>Name of Proxy</th>
<th>Address of Proxy</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Polling Station No. ____________________________

________________________
Returning Officer

EL. 11
CANCELLATION OF APPOINTMENT OF A PROXY
(Regulation 23 (8), (9), (10)

The Regional Director
Electoral Commission

..................................................

.............................................. Region

I, .............................................................................................................................. Polling Station

of ......................................................................................................................... Constituency having

in ............................................................................................................................

on the ................................................ day of ................................................. 19 ........................ appointed ....................... 

.............................................................................................................................

(Name of Proxy)

of ............................................................................................................................ as Proxy, do hereby apply

(Residential Address of Proxy)

to have the appointment cancelled.

Dated this ................................................ day of ..................................................... 10 ..........

..............................................................................................................................

Signature/Thumbprint

E. L. 12
DECLARATION OF IDENTITY IN CONNECTION WITH APPLICATION

FOR A TENDERED BALLOT PAPER

I do solemnly and sincerely declare that I am the person whose name appears as ________________
______________________________, with voter ID No. ____________________ in the register of voters for the ________________ Polling station No. ____________________ of the ________________ constituency and that I have not voted at the present general election at this or any other polling station.

________________________________________
Signature/Thumbprint of Applicant

EL. 13
TENDERED VOTERS LIST

<table>
<thead>
<tr>
<th>Name of Voter</th>
<th>Voter I.D. No.</th>
<th>Favoured Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>16</td>
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</tbody>
</table>

Each of the above-named persons, representing himself to be a voter, applied for a ballot paper after another person had voted as that voter. Each applicant gave satisfactory answers to my questions and I therefore entered on this list his name, his Voter I.D. number and the candidate in favour of whom he wished to cast his vote. This was done in conditions of secrecy.

TENDERED BALLOT PAPERS ACCOUNT

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Tendered Ballot Papers provided</th>
<th>Tendered Ballot Papers used</th>
<th>Tendered Ballot Papers spoilt</th>
<th>Tendered Ballot Papers unused</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Polling Station ................................................................. Presiding Officer
Constituency .................................................................
District ................................................................. 19

Page 42
PRESIDING OFFICER'S HANDING-OVER CERTIFICATE

I CERTIFY that I took over from Mr./Miss/Mrs. ................................................................................................

the following Election materials:-

1. Ballot Boxes (Insert number) ................................................................................................
2. Unused ballot papers ............................................................................................................
3. Tendered ballot papers ........................................................................................................
4. Spoilt ballot papers (Insert number) ....................................................................................
5. The marked copies of the register of electors ......................................................................
6. The tendered voters' list ........................................................................................................
7. Transferred voters' list ...........................................................................................................
8. Absent voters' list ................................................................................................................

...................................................................................................................... District

...................................................................................................................... Constituency

...................................................................................................................... Polling Station

........................................................................................................................................

PERSON HANDING OVER ........................................................................ Signature/Thumbprint

Date ........................................................

Time ........................................................

E. L. 15
FORM OF ARREST

Polling Station: ............................................................ Polling Station No. ............................................................
Constituency: ..................................................................................................................................................
Region: ........................................................................................................................................................
To Police Constable/Security Officer (Number and Name) .................................................................
You are hereby instructed to arrest (Full Name) ..................................................................................
..............................................................................................................................................................
who is suspected for personation and to take him to the nearest Police Station, for investigation. The
following person (s) has/have undertaken to give statement (s):
Write names and address clearly ................................................................................................................
...............................................................................................................................................................
...............................................................................................................................................................

Signature/Thumbprint of Witness ................................................................. Polling Agent

Signature/Thumbprint of Witness ................................................................. Polling Agent

(Signed) .................................................................................................................. Presiding Officer

Time ................................................................. ................................................................. 19

E. L. 16
FORM OF SEARCH OF SUSPECTED PERSON

Polling Station No. __________

in ____________________________ Constituency.

PART 1

COMPLAINT

I, ____________________________ of ____________________________

believe that ____________________________ has a ballot paper concealed on

his/her person for the following reasons:

______________________________

______________________________

______________________________

______________________________

________ 19 __ Time: ________

Signature/Thumbprint of Complainant

PART II

TO THE POLICE CONSTABLE

ACCEPTANCE OF COMPLAINT

I am satisfied that the complaint establishes reasonable grounds for suspecting the commission of an offence under section 28 (e) of the Representation of the People Law, 1992 (PNDCL.284). Please arrest and search him/her accordingly.

______________________________

PRESIDING OFFICER

P.T.O. E.L.17
PART III

Accused arrested by: ____________________________  Time: ________________

Accused searched by: ____________________________  Time: ________________

Result of search: ____________________________________________

Accused detained in custody.

Accused released by: ____________________________________________

_________________________ 19  Time: ________________

Station Officer

PART IV

FOR COMPLETION AT POLICE STATION ONLY

STATEMENT OF ACCUSED

I, ____________________________, having been arrested for an offence contrary to Section 28 (e) of the Representation of the People Law, 1992, and having been duly cautioned, state as follows:-

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Signature of Officer Recording Statement  Signature/Thumbprint of Accused

Place: ________________

_________________________ 19  Signature of Witness

E.L. 17
ELECTORAL COMMISSION

CERTIFICATE TO VOTE AT OTHER POLLING STATION

This is to authorise Mr./Mrs./Miss. ..............................................................
............................................. Voter ID No. ..................................................... who is registered
in....................................................................................................................... polling station
in....................................................................................................................... District with polling
station code........................................................................................................ to vote at a polling station other than
where he/she registered.

............................................................
Returning Officer

EL18
## ELECTION OFFICIALS LIST

<table>
<thead>
<tr>
<th>NAME OF OFFICIAL</th>
<th>CENTRE REGISTERED AS VOTER</th>
<th>CENTRE CODE</th>
<th>VOTER ID NO.</th>
<th>CENTRE ASSIGNED FOR DUTY</th>
<th>CENTRE CODE</th>
</tr>
</thead>
</table>

DISTRICT OFFICER .......................... ..........................

SIGNATURE ........................................ DATE ..........................

E. L. 19
ELECTORAL COMMISSION OF GHANA
TRANSFER OF ELECTION MATERIALS FORM
FROM THE RETURNING OFFICER TO THE PRESIDING OFFICER

This form must be completed when the Presiding Officer receives the election material from the Returning Officer. This form must be kept by the Returning Officer.

Polling Station Number: ________________________
Constituency Name: ____________________________

This is to acknowledge receipt of the following items:

☐ A sealed ballot box containing the ballots and designated materials used in the Presidential Election.
   Ballot Box Seal Numbers: __________  __________  __________

☐ A sealed ballot box containing the ballots and designated materials used in the Parliamentary Election.
   Ballot Box Seal Numbers: __________  __________  __________

__________________________  ____________________________
Date                  Time                       Signature of the Presiding Officer

__________________________  ____________________________
Date                  Time                       Signature of the Returning Officer (or Deputy)
ELECTORAL COMMISSION OF GHANA
TRANSFER OF ELECTION MATERIALS FORM
FROM THE PRESIDING OFFICER TO THE RETURNING OFFICER

This form must be given to the Presiding Officer blank. After the completion of the poll, the Presiding Officer must then complete the form and send it, together with the election materials, to the Returning Officer.

Polling Station Number: ________________
Constituency Name: ________________________________

This is to acknowledge receipt of the following items:

☐ A sealed ballot box containing the ballots and designated materials used in the Presidential Election.

Ballot Box Seal Numbers: _______ _______ _______

☐ A sealed ballot box containing the ballots and designated materials used in the Parliamentary Election.

Ballot Box Seal Numbers: _______ _______ _______

☐ A sealed envelope containing the Statement of Poll and Declaration of Results for the Presidential Election.

☐ A sealed envelope containing the Statement of Poll and Declaration of Results for the Parliamentary Election.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Signature of the Returning Officer (or Deputy)</th>
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<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Signature of the Presiding Officer</th>
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EL 20B
Electoral Commission of Ghana
Statement of Poll for the Office Member of Parliament

A. BALLOT INFORMATION (To be filled in at START of poll)
   1. What is the number of ballots issued to this polling station? .................................................................
   2. What is the number of tendered ballots issued to this polling station? ...........................................................

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION
   1. What is the number of voters on the Register? ..............................................................................................
   2. What is the number of voters on the Transfer List? ......................................................................................
   3. What is the number of voters on the Election Officers List? ......................................................................
   4. What is the number of voters on the Proxy List? .........................................................................................
   5. What is the TOTAL of #1 plus #2 plus #3 plus #4? .....................................................................................
   6. What is the number of voters on the Absent Voters List? ..........................................................................
   7. What is the TOTAL number of voters eligible to vote at this station (#5 minus #6). .................................

C. BALLOT ACCOUNTING (To be filled in at END of the poll before counting commences)
   1. What is the number of ballots issued to voters (Tick ✓ marks on the register) .........................................
   2. What is the number of ballots issued to voters on the Transfer List? .......................................................
   3. What is the number of ballot issued to voters on the Proxy List? ............................................................
   4. What is the number of ballots issued to voters on the Election Officers List? ........................................
   5. What is the total number of SPOILT ballots? ..............................................................................................
   6. What is the total number of UNUSED ballots? ..........................................................................................
   7. What is the TOTAL of #1, plus #2, plus #3, plus #4, plus #5, plus #6? (This number should equal A. 1 above.)

D. TENDERED BALLOT ACCOUNTING (To be filled in at the END of the poll before counting commences.)
   1. What is the number of TENDERED ballots issued to voters? .................................................................
   2. What is the number of SPOILT TENDERED ballots? .................................................................................
   3. What is the number of UNUSED tendered ballots? ..................................................................................
   4. What is the TOTAL of #1, plus #2, plus #3? (This number should equal A. 2 above.) ............................

E. REJECTED BALLOT REPORT (To be filled in at the END of poll after the counting is complete)
   1. What is the number of ballot papers rejected because they DID NOT HAVE THE OFFICIAL MARK (i.e. polling station stamp)?
   2. What is the number of ballot papers rejected because the voters VOTED FOR MORE THAN ONE CANDIDATE?
   3. What is the number of ballot papers rejected because they contained WRITING OR MARK(S) BY WHICH THE COULD BE EASILY IDENTIFIED?
   4. What is the number of ballot papers rejected because they were UNMARKED?
   5. What is the number of ballot papers because the CHOICE OF THE VOTER COULD NOT BE ASCERTAINED?
   6. What is the TOTAL REJECTED BALLOTS (#1, plus #2, plus #3, plus #4, plus #5)? (Place in Section F on opposite page.)
Electoral Commission of Ghana
Statement of Poll for the Office President of Ghana

A. BALLOT INFORMATION (To be filled in at START of poll)
1. What is the number of ballots issued to this polling station?..............................................................................

2. What is the number of tendered ballots issued to this polling station?.................................................................

B. INFORMATION ABOUT THE REGISTER AND OTHER LISTS AT THE POLLING STATION
1. What is the number of voters on the Register? ........................................................................................................

2. What is the number of voters on the Transfer List?.................................................................................................

3. What is the number of voters on the Election Officers List?...................................................................................

4. What is the number of voters on the Proxy List? ........................................................................................................

5. What is the TOTAL of #1 plus #2 plus #3 plus #4? .................................................................................................

6. What is the number of voters on the Absent Voters List?......................................................................................

7. What is the TOTAL number of voters eligible to vote at this station (#5 minus #6) ..................................................

C. BALLOT ACCOUNTING (To be filled in at END of the poll before counting commences)
1. What is the number of ballots issued to voters (Tick (-) marks on the register) ....................................................... 

2. What is the number of ballots issued to voters on the Transfer List? .................................................................

3. What is the number of ballot issued to voters on the Proxy List? ...........................................................................

4. What is the number of ballots issued to voters on the Election Officers List? ........................................................

5. What is the total number of spoiled ballots? ...........................................................................................................

6. What is the total number of UNUSED ballots? ........................................................................................................

7. What is the TOTAL of #1, plus #2, plus #3, plus #4, plus #5, plus #6? (This number should equal A. 1 above.)...

D. TENDERED BALLOT ACCOUNTING (To be filled in at the END of the poll before counting commences.)
1. What is the number of TENDERED ballots issued to voters? ...................................................................................

2. What is the number of SPOILT TENDERED ballots? .................................................................................................

3. What is the number of UNUSED tendered ballots? .................................................................................................

4. What is the TOTAL of #1, plus #2, plus #3? (This number should equal A. 2 above.)............................................

E. REJECTED BALLOT REPORT (To be filled in at the END of poll after the counting is complete)
1. What is the number of ballot papers rejected because they DID NOT HAVE THE OFFICIAL MARK (i.e. polling station stamp)?.................................................................

2. What is the number of ballot papers rejected because the voters VOTED FOR MORE THAN ONE CANDIDATE?........................................................................................................

3. What is the number of ballot papers rejected because they contained WRITING OR MARK(S) BY WHICH THE COULD BE EASILY IDENTIFIED? ........................................................................................................

4. What is the number of ballot papers rejected because they were UNMARKED?.................................................................................................................................

5. What is the number of ballot papers because the CHOICE OF THE VOTER COULD NOT BE ASCERTAINED?........................................................................................................

6. What is the TOTAL REJECTED BALLOTS (#1, plus #2, plus #3, plus #4, plus #5)? (Place in Section F on opposite page.)...
**DECLARATION OF RESULTS FOR THE OFFICE OF MEMBER OF PARLIAMENT FROM POLLING STATION NUMBER**

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>VOTES OBTAINED (IN FIGURES)</th>
<th>VOTES OBTAINED (IN WORDS)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total Valid Votes

Total Rejected Votes (from section E on opposite page)

Total Votes in Ballot Box

**DECLARATION:**

We, the undersigned, do hereby declare that the results shown above are a true and accurate count of the ballots in this polling station.

Date: ___________ Time: ___________  
(Signature of Presiding Officer)

<table>
<thead>
<tr>
<th>Name of Counting Agent</th>
<th>Representing (name of party or candidate)</th>
<th>Signature of Counting Agent</th>
<th>REASON, IF REFUSED TO SIGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</table>
### ELECTORAL COMMISSION OF GHANA

DECLARATION OF RESULTS FOR THE OFFICE OF PRESIDENT OF GHANA FROM POLLING STATION NUMBER __________

#### F. RESULT OF COUNT OF BALLOTS

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>VOTES OBTAINED (IN FIGURES)</th>
<th>VOTES OBTAINED (IN WORDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>

Total Valid Votes: 
Total Rejected Votes (from section E on opposite page): 
Total Votes in Ballot Box:

### DECLARATION:

We, the undersigned, do hereby declare that the results shown above are a true and accurate count of the ballots in this polling station.

Date: ___________  Time: ___________  ______________________________
(Signature of Presiding Officer)

<table>
<thead>
<tr>
<th>Name of Counting Agent</th>
<th>Representing (name of party or candidate)</th>
<th>Signature of Counting Agent</th>
<th>REASON, IF REFUSED TO SIGN</th>
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EL 22B
## ELECTORAL COMMISSION OF GHANA
## ELECTION FOR MEMBER OF PARLIAMENT

### CONSTITUENCY RESULTS COLLATION REPORT FOR

(If necessary, use more than one sheet)

<table>
<thead>
<tr>
<th>POLLING STATION NUMBER</th>
<th>CANDIDATES' NAMES OR PARTY INITIALS</th>
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<tbody>
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<td><strong>TOTALS</strong></td>
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### INSTRUCTIONS:
1. Complete a separate Constituency Results Collation Report for both the Presidential and Parliamentary Elections
2. Record the Polling Station Number in the space provided. The number is found on the Declaration of Results/Statement of Votes from the polling station.
3. Record the names of the candidates in the space provided. YOU MAY USE THE CANDIDATE'S PARTY'S INITIALS. IF SPACE IS TOO SMALL.
4. Record the number of votes each candidate received at the polling station from the Declaration of Results Form.
5. Total the number of votes each candidate received in the Constituency and record the number on the Declaration of Results Form for the Constituency.
6. Give the Constituency Declaration of Results Form and the Constituency Results Collation Form(s) to the Regional Director.

EL 23A
<table>
<thead>
<tr>
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6. Give the Constituency Declaration of Results Form and the Constituency Results Collation Form(s) to the Regional Director.
**ELECTORAL COMMISSION OF GHANA**

**DECLARATION OF RESULTS FOR THE OFFICE OF MEMBER OF PARLIAMENT FROM ______________________ CONSTITUENCY**

F. RESULT OF COUNT OF BALLOTS

<table>
<thead>
<tr>
<th>NAME OF CANDIDATE</th>
<th>VOTES OBTAINED (IN FIGURES)</th>
<th>VOTES OBTAINED (IN WORDS)</th>
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Total Valid Votes

Total Rejected Votes (from section E on opposite page)

Total Votes in Ballot Box

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**DECLARATION:**

We, the undersigned, do hereby declare that the results shown above are a true and accurate count of the ballots in this constituency.

Date: ____________ Time: ____________

(Signature of Returning Officer)

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DECLARATION OF RESULTS FOR THE OFFICE OF PRESIDENT OF GHANA FROM CONSTITUENCY

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Total Rejected Votes (from section E on opposite page)
Total Votes in Ballot Box

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The Public Education and Training Department of the Electoral Commission, under the supervision of the Deputy Chairman for Operations, Mr. D. A. Kangah, was responsible for the production of this Manual. The Department also acknowledges its profound gratitude to the Chairman of the Commission, Dr. K. Afari-Gyan who did a critical editing of this Manual.

The following staff of the Public Education and Training Department were involved in the production of the Manual:

Mr. Hayford B. Ampomah, Director
Mr. Frank Dadzie, Electoral Officer
Mr. Augustine Okrah, Electoral Officer

********

The Danish International Development Agency, DANIDA, provided technical assistance to the Commission for the development of the Manual through two Training Specialists:

Mr. Svend Erik Sorensen, Nordic Consulting Group
Mr. Richard Banibensu, University of Ghana

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