

# 1. COUNTING CENTER QUICK REFERENCE GUIDE

## A. CLOSING THE BOOTH

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

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

### 2. Transfer Materials to the Counting Center

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

### 3. Who May Be Present for the Count

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

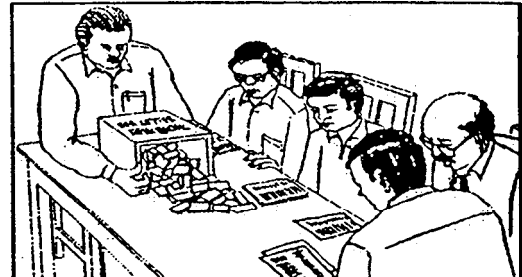
Due to limited space, ask each candidate to select only one of his agents to remain for the counting.

### 4. Assignment of Counting Duties

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

## B. COUNTING PROCEDURES

### 1. Count the Ballots in the Ballot Boxes



Empty all ballot boxes and mix ballots together.

Count **the** total ballot papers before sorting.

Write the **total** on the Ballot Paper Account Form.

### 2. Sorting Ballots by Candidate



Make separate stacks for each candidate and for Invalid Ballot Papers.

Read, then pass each ballot to the **appropriate** stack.

Once **sorted**, **count** the ballots cast for each candidate by 100s.

Write the number of votes each candidate received on the Statement of the Count Form.

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3 Invalid Ballot Papers

Exclude Ballot Papers Which:

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

4. Counting Challenged Ballot Papers

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

C. REPORTING AND PACKAGING

1. Statement of the Count (Form XIV)

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

Ballot Paper Account (Form XV)

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

3. Packaging / For Delivery to Returning Officer

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

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