A VEETU Manual

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SAFE, NOVIB, INTERFUND AND SAIIH (NORWAY) FOR GRANTS THAT MADE THIS MANUAL POSSIBLE.
PART 3: TEACHING PEOPLE HOW TO VOTE

You can teach people how to vote by visiting them and showing them or by running mock elections for groups of voters. This section first deals with **house visits** and then with **mock election roleplays**. Use the mock election roleplay in one of the workshops as outlined in part 4 of the manual.

Remember to make a special effort to get to women voters. Women will not always come to meetings and you must try to run workshops in places where women gather, and at times that suit them. When you do house visits, make sure that you talk to the women and not just the men. Do not let men visit women who are alone at home.

**HOUSE VISITS**

When you go to visit voters to canvass them for your organisation, you must be clear about what they will need in order to vote and how the voting will take place so that you can explain this to people. Study this information carefully:

1. **WHO CAN VOTE**

All South Africans who are 18 or older will be able to vote. But voters will need some form of identification. Those with ID books from South Africa or the homelands will be able to vote. Those without will be given a special voter card closer to the elections so that they can also vote. Tell voters to apply for ID books as soon as possible to make sure that they will be able to vote.

2. **HOW DO YOU VOTE**

Elections will take place at voting stations where all people in one area will go to vote for the party that they support. Inside the voting station they will be asked for their ID books, or voter cards and their hands will be marked with invisible ink so that they cannot vote twice. They will be given a ballot paper - that is a form that you vote on, with the names and symbols of all the organisations and parties that are standing for elections. A photograph of each party leader will also be on the ballot paper.
They will take this ballot paper and go to a voting booth where no-one can see what they are doing. There they will make a ✗ next to the party or organization they support, fold the ballot paper in half and post it into a sealed box where no-one can read it.

**BALLOT PAPER**

(Make a cross next to the party or organisation of your choice) : Vote for ONE party only.

<table>
<thead>
<tr>
<th>Party Name</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN AFRICANIST CONGRESS</td>
<td>PAC</td>
</tr>
<tr>
<td>XIMIKO PROGRESSIVE PARTY</td>
<td>XPP</td>
</tr>
<tr>
<td>AFRICAN NATIONAL CONGRESS</td>
<td>ANC</td>
</tr>
<tr>
<td>AFRIKANER-VOLKSUNIE</td>
<td>AVU</td>
</tr>
<tr>
<td>CONSERVATIVE PARTY</td>
<td>CP</td>
</tr>
<tr>
<td>DEMOCRATIC PARTY</td>
<td>CP</td>
</tr>
<tr>
<td>DIKWANKWETLA PARTY OF SOUTH AFRICA</td>
<td>DPSA</td>
</tr>
<tr>
<td>INKATHA FREEDOM PARTY</td>
<td>IFP</td>
</tr>
<tr>
<td>NATIONAL PARTY</td>
<td>NP</td>
</tr>
</tbody>
</table>

*This is a sample and not an official ballot paper.*

Some of the above political parties/organisations may choose not to enter the elections.

If the voters support your organisation, show them the symbol of your organisation so that they know how to vote for you. Show them how to make a cross on the ballot form in the empty square next to the symbol and photograph, and explain that that is the way that is used to vote. Explain to the voters that they can only vote for one party and that they must make their ✗ in the empty square. If they write their name on the ballot paper, or make more than one ✗, their vote will not be counted and will be called a spoilt paper.

If voters cannot read or write, ask them to practise making the cross. If they are not used to holding a pen, ask them to practise by drawing a cross in the sand with a stick and then trying it with a pen.

**3. THE RIGHTS OF VOTERS AND THE RULES OF VOTING**

Explain to all voters that they have the following rights (see *Voters rights* on page 7):

a) Your vote is your secret and no-one will know who you voted for unless you tell them yourself.

b) No-one is allowed to force you to vote, to buy your vote or to threaten you to vote for their party.

c) No-one is allowed to stop you from voting if you want to go and do it. People who threaten you or try to bribe you will never know who you voted for. If you feel scared you can always agree with them but once you are inside the voting station you can do what you like and they will never find out.
MOCK ELECTION ROLEPLAY

Note: This roleplay should be done as part of a workshop on voter education. Read the workshop outlines in Part 4 of this manual to see how to run a workshop.

The roleplay that follows is how voting will happen. Try to follow the steps exactly as they are written, or you may confuse people.

TIPS ON ORGANISING THE ROLEPLAY

Allocate roles to volunteers beforehand and make sure the security officials have good control over the queue. Voters must stick to the rules so that the roleplay does not become noisy and chaotic. Use a big enough space for the voting station to allow the queues to move quickly and in an orderly way. Use at least three or more polling booths so a number of people can vote at the same time.

PREPARING THE ROLEPLAY

Before you start the roleplay:

Set up a room with two entrances to your voting station. Use tables or chairs to form the outline of the room so that people can see what happens in the voting station.

Ask people with IDs of any kind (student cards, ID books, name tags etc) to play the role of voters. You could give out pieces of paper or cards on which people write their names to use as identification. Be careful to give only one card to each person to prevent them from trying to vote twice.

Get volunteers to play the roles of election officials as follows:
- Voting agents (party monitors) inside and outside the voting station, to see that there is no cheating. Get ANC, PAC, NP and IFP voting agents, about 4 in all;
- Presiding Officer, to be in charge of the whole process and to deal with any complaints or decisions. This person must consult with the voting agents if there is a disagreement;
- Independent or international observers, one inside and one outside, to see that the election is free and fair;
- Security officials at the entrance and exit, to keep a low profile but to deal with lawlessness;
- A person to check IDs and voters' cards at point 1 (see picture opposite) inside the voting station, to make sure that people have the right ID or cards;
- A person to check hands at point 2, to make sure that the voters' hands have not already been marked by invisible ink. This is checked under a special light. This proves that the voter has not voted already. Use a box for people to put their hands into and pretend that it is a light.
- A person to mark hands at point 3, to mark the voter's hands with invisible ink. Use a bowl or bucket with damp tissue paper for people to dip their hands in.
- A person to hand out ballot papers at point 4, to put an official stamp or impression on the back of the ballot paper and then give the ballot paper to the voter. This person must keep a count of how many papers are handed out.
- Interpreter for voters who need translation or help with marking their papers.
FOLLOW THIS PROCESS FOR THE ROLEPLAY

STEP 1: Explain the following five steps of voting to the “voters”:

1. Identify yourself to an official to prove that you are 18 years or older and South African; explain that ID books will be used and voter cards will be given before elections to those who do not have ID books.

2. Place your hands under a special light to see if it has invisible ink on it, which will mean that you have voted before.

3. Put your hands in a bowl of ink to mark them so that you cannot vote again. This ink will stay on your hands for about two weeks and cannot be seen or washed off.

4. Get your stamped ballot paper.

5. Go to the polling booth and make a cross in the empty square next to the party or organisation you want to vote for.

STEP 2: Explain the roles of the officials:

♦ Explain the roles of the Presiding Officer, voting agents and observers and the SAP and other security officials. See page 15.

STEP 3: Explain the rules of voting:

♦ No talking inside the voting station, unless it is to an official;

♦ No-one is allowed to intimidate you or try to buy your vote - let the voting agents or observers know if this happens to you;

♦ You vote by making a cross in the empty square next to the name and symbol of the party or organisation you support;

♦ You can vote for any party on the ballot or you can leave it blank or spoil it. If you vote for more than one or spoil your paper in any other way, your vote will not be counted;

♦ Your vote is your secret and no-one will know who you voted for unless you tell them yourself;

♦ You can bring someone you trust to help you vote if you are blind, disabled or very old. If you are confused you can ask the officials for help.
STEP 4: Get ready

♦ Ask the Presiding Officer to get everyone to their posts and to check that the equipment is in place.

♦ Ask the voters to queue outside. Set up the hall or room so that everyone can see what is going on eg. use chairs to make the walls of the voting station.

♦ The Presiding Officer must open the ballot box and show it to all voting agents and observers to show that it is empty, then seal the box with string and wax or tape, leaving the slit at the top open where the ballots will be put in.

STEP 5: Doing the voting

♦ The voting station will be declared open at the time the law says.

♦ Only one person at a time is allowed at each table so that no long queues build up inside. Let one in to the identity table. When that voter moves to the handchecker, let another one in.

♦ Voters must leave through the other (exit) door once they have posted their ballots in the ballot box.

♦ Close the voting station at the time the law states, but allow everyone who is still in the queue to vote, even if it is after closing time.

STEP 6: The election results

♦ The Presiding Officer seals the top of the ballot box and together with the voting agents and observers takes it to the counting centre.

♦ The ballot issuer must state the number of ballots given out so this can be compared with the number in the box.

♦ At the counting centre, open the box in front of every voting agent and observer.

♦ Separate the votes into different parties or organisations, put them in piles of 10, add up the piles and total the votes.

♦ The voting agents can check any of the piles at any time they want.

♦ The Presiding Officer announces the results outside the counting centre.
PART 4: VOTER EDUCATION WORKSHOPS

HOW TO PREPARE FOR THE VOTER EDUCATION WORKSHOPS

Go through the workshop programme and the manual in detail so that you know all the steps to follow. Divide the inputs and tasks between the trainers available.

These workshops can take place as events on their own or as part of meetings or workshops of organisations. Make sure the workshops are well advertised. You could run these workshops at schools, in community halls or other places where people gather. Make a special effort to involve women voters.

It is best to run the workshops for 2 to 3 hours so that you cover everything. You should hold the workshops for groups of 20 to 200 people, with about 3 to 5 trainers.

Run the workshop in the language of the people that attend.

Equipment needed:

- Voter education manual
- Pieces of card or paper to use as ID cards
- A bucket or bowl with damp tissue to mark hands
- Voting kits (or make up your own ballot box, polling booth and ballot papers)
- A box to check hands for mark
- Pencils or pens
- Tables and chairs to set up the voting station
- Get newsprint and kokis or a blackboard if you need it.

VOTER EDUCATION WORKSHOP OUTLINES

This section shows how to run voter education workshops. There are outlines for 1-hour, 2-hour and 3-hour workshops.

You can use these workshops to teach any groups in your community how to vote.

Each workshop covers:

- The importance of voting
- The rights of voters
- A mock voting roleplay (from part 3 of this manual)
- Questions about voting

It is best to use the 2- or 3-hour workshops to make sure that you cover everything. Use the 1-hour workshop only if you cannot get the group for more time.

Read the rest of this manual to make sure you know all the facts and how to do the mock election roleplay on page 14.
1. WELCOME AND INTRODUCTION [5 min]

Welcome the people and explain who you are and the programme. Tell people that the elections are for a Constituent Assembly that will decide the future of the country and that every South African will have the vote.

2. WHY IS IT IMPORTANT TO VOTE? Brainstorm [5 min]

Ask the group why they think it is important to vote and let a few people give their views.

3. WHAT MAY STOP YOU FROM VOTING? Buzz groups [10 min]

Ask people to speak to the two next to them for a few minutes [buzz groups] and to list all the things that could stop people from voting. After a few minutes, ask each group to report on one point they came up with. Ask people not to repeat points already made.

4. YOUR RIGHTS AS A VOTER Input [5 min]

Explain that an Independent Electoral Commission will control the elections and that each voter will have certain rights. Read the rights on page 7 to the group. Link them to the problems that people raised from the buzz groups. Explain where people can come for help if they are intimidated or have other problems about voting.

5. MOCK ELECTION Roleplay [35 min]

Do the mock election roleplay on page 14. First explain how voting works and show people how to make the cross on a blackboard or big piece of paper. Then let people vote. While the votes are being counted, answer any questions people have.
1. WELCOME AND INTRODUCTION [5 min]

Welcome the people and explain who you are and the programme. Tell people that the elections are for a Constituent Assembly that will decide the future of the country and that every South African will have the vote.

2. WHY IS IT IMPORTANT TO VOTE? Brainstorm [10 min]

Ask the group why they think it is important to vote and let a few people give their views. Summarise the discussion if necessary. Explain that democracy means that everyone has a say, and that people can change things by using their vote.

3. WHAT MAY STOP YOU FROM VOTING? Buzz groups [15 min]

Ask people to speak to the two next to them for five minutes [buzz groups] and to list all the things that could stop people from voting. After a few minutes, ask each group to report on one point they came up with. Ask people not to repeat points already made.

4. HOW ELECTIONS WILL WORK Input [15 min]

Use the section on pages 4 to 7 and explain everything in it. (Independent Electoral Commission, Transitional Executive Council, voting for parties instead of candidates, voting stations, ballot, election days, identification and voter cards, voters rights, monitoring.) Allow a few questions. Explain where people can come for help if they are intimidated or have other problems about voting.

5. GETTING IDs Discussion [15 min]

Ask what problems people have had getting IDs. Once a few people have come up with problems, go through some of the solutions. Use the section on page 8 if you need more information on how to get an ID.

6. MOCK ELECTION Roleplay [45 min]

Do the mock election roleplay on page 14. First explain how voting works and show people how to make the cross on a blackboard or big piece of paper. Then let people vote. While the votes are being counted, answer any questions people have.

7. WINNING VOTES [15 min]

Explain again that voters are free to vote for the organisation of their choice. If you are campaigning for a political organisation, try to persuade the voters to vote for your organisation.
3-HOUR WORKSHOP

1. WELCOME AND INTRODUCTION [10 min]
   Welcome the people and explain who you are and the programme. Tell people that
   the elections are for a Constituent Assembly that will decide the future of the country
   and that every South African will have the vote.

2. WHY IS IT IMPORTANT TO VOTE? Brainstorm [10 min]
   Ask the group why they think it is important to vote and let a few people give their views.
   Summarise the discussion if necessary. Explain that democracy means that everyone has
   a say, and that people can change things by using their vote.

3. POLITICAL UPDATE Input [20 min]
   Explain negotiations and the Transitional Executive Council (TEC), the Constituent
   Assembly that will also act as the interim government and the government of national unity
   that will follow (see pages 2 to 4). People must be clear on what they will be voting for.
   Speak for about 10 minutes and allow 10 minutes for questions.

4. WHAT MAY STOP YOU FROM VOTING? Buzz groups [15 min]
   Ask people to speak to the two next to them for five minutes [buzz groups] and to list all the
   things that could stop people from voting. After a few minutes, ask each group to report on
   one point they came up with. Ask people not to repeat points already made.

5. HOW ELECTIONS WILL WORK Input [15 min]
   Use the section on pages 4 to 7 and explain everything in it (Independent Electoral
   Commission, voting stations, ballot, election days, identification and voter cards,
   voters rights, monitoring.) Allow a few questions. Explain where people can come
   for help if they are intimidated or have other problems about voting.

6. GETTING IDs Discussion [20 min]
   Ask what problems people have had getting IDs. Once a few people have come up
   with problems, go through some of the solutions. Use the section on page 8 if you
   need more information on how to get an ID.

BREAK [20 min]

7. MOCK ELECTION Roleplay [45 min]
   Do the mock election roleplay on page 14. First explain how voting works and show
   people how to make the cross on a blackboard or a big piece of paper. Then let people vote.
   While the votes are being counted, answer any questions people have.

8. WINNING VOTES Input [25 min]
   Explain again that voters are free to vote for the organisation of their choice. If you are
   campaigning for a political organisation, try to persuade the voters to vote for your
   organisation. Answer any questions that they have.
PART 5: ANSWERING TYPICAL QUESTIONS ABOUT ELECTIONS

1. What about people without IDs?

Special voter cards will be issued to people who do not have IDs. You will be able to get a voter card if you have papers to prove that you are 18 and older and a South African. If you have no papers you can bring two witnesses with IDs who know you.

2. What if the information on my ID is wrong?

If any of the information on your ID is wrong, go back to Home Affairs and ask for it to be changed. Do it as soon as possible so that you get it in time to vote. Do this if something really important like your sex or name is wrong.

3. Who will control the elections?

An Independent Electoral Commission will oversee the elections. They will make the rules, investigate complaints and deal with people who break the rules. All the election officials in the voting stations will fall under their control. They will decide whether the elections had been free and fair.

4. When is a vote spoilt?

A ballot paper is spoilt if the voter made more than one mark on the paper, left it blank, wrote their name on it or if it is not clear next to which party’s name the mark is made. A spoilt paper is not counted.

5. What kind of marks will be accepted as a vote?

A cross will definitely be accepted so it is the best mark to use. The cross should be in the shape of an X and should be made in the empty square next to the symbol of the party or organisation you support. Any other clear mark will also be accepted.

6. What is the role of the SAP during the elections?

The Independent Electoral Commission will have to decide who will police the elections. We hope that a multi-party peacekeeping force will do the policing at the voting stations and that the SAP will be restricted to dealing with normal crime.
7. **When can someone be arrested at a voting station?**

The Electoral Act and Electoral Regulations will say exactly when that can happen but it is safe to say that anyone who tries to disrupt the elections or to interfere with somebody’s voting rights will be arrested. If people are just confused or drunk or something like that they will probably just be taken away from the voting station and asked to come back another time.

The police will have to avoid unnecessary harassment or arrest of people.

8. **What is the role of the independent observers and voting agents?**

The independent local and international observers are there to see that the elections are free and fair. Members of the public could complain to them and they can take the complaints to the authorities. Voting agents from the different parties are there to protect the interests of their party and to see that nobody cheats them or their voters.

The Electoral Act and Regulations will say exactly what the rights, duties and powers of all the observers and voting agents are. They will have to register and will be able to stand inside the voting station to observe the voting process as well as the counting to make sure that it is fair.

9. **Will there be any postal votes?**

There will be no postal votes since they are meant for the kind of elections where you vote for a candidate to represent your area. Then people who live in a specific place but work somewhere else or visit somewhere else could make a postal vote on election day. In proportional representation elections you vote for a party and not an area candidate, so you will be able to vote anywhere in the country and even in other countries. This means that there is no need for postal votes.

10. **What about special votes for people who cannot come to the voting station?**

There will be a system of special votes at mobile voting stations. This means that election officials will go to someone to take their vote if they are unable to come to the voting station. Good examples of where special votes will be taken are hospitals and prisons. People who are in hospital or prison and cannot get to a voting station should be visited so that they can vote.

11. **What happens to people who are in prison?**

In South Africa people who are in prison but who have not yet been convicted, that is awaiting trial prisoners, will definitely be allowed to vote. All people who have served their sentences and who have been released will be allowed to vote. People who are in prison serving sentences for crimes that are not very serious will be allowed to vote. People who committed crimes like murder, kidnapping, rape or armed robbery will not be allowed to vote, unless they are political prisoners.
12. When can a voting station be closed down?

A voting station can only be closed down at a time other than an official closing time, if there is violence or conflict that will stop the elections from being free and fair. The Electoral Regulations will say what powers the Presiding Officer has to close down the station and when this may be done. We have to avoid this happening since all the voters nearby will then have to go somewhere else to vote.

13. What happens when people are still in the queue at normal closing time?

If the voting station is meant to close at 9 p.m. and there are still people waiting to vote those people should be allowed to vote. This means that the Presiding Officer must declare the voting station closed but must say everyone who is already in the queue can still vote. No-one new should be allowed to join the queue after the official closing time.

14. Are the police and election officials allowed to vote?

All South Africans are allowed to vote and the police and officials cannot be denied the vote. They would usually vote right at the beginning when the voting station is first opened.

15. What about people who are unable to vote because they are disabled, blind or illiterate?

Illiterate people should be able to vote if we have done our voter education work properly because there will be a symbol and a photograph on the ballot paper. If someone is still not confident they can ask for help from the interpreter who will be one of the officials at the voting station. People who are too disabled to vote or who are blind can bring someone that they trust along to vote for them. If someone should come without anybody to help them the Presiding Officer can assist or get the interpreter to assist. There should always be a system of checking that the person who assists has not cheated the voter, especially if the voter is blind.

16. Will you be able to wear buttons, badges and t-shirts in the voting station?

This will be decided by the Independent Electoral Commission. It is likely that campaigning will not be allowed near the voting station to avoid fighting or conflict in the queues. But it will be difficult to stop people from wearing t-shirts on election day.

17. How can you make sure that nobody steals the voting box when it is moved from the voting station to the counting centre?

Voting agents and independent observers will have to follow the box when it is taken from the voting station. Some of them should be in the same vehicle and others can follow in another. DO NOT LET THE BOX OUT OF YOUR SIGHT as ballots can be added to the box or the box can disappear altogether or the box can be swopped with another box full of votes for the opposition.
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18. Will people in exile be able to vote?

All South Africans will be able to vote whether they are living in South Africa or another country. The Independent Electoral Commission will decide exactly how this should happen.

19. What if the National Party imports lots of people from other countries like Ghana to come just before elections? There are stories that foreigners are being given citizenship very quickly so that they can vote for the National Party.

There is very little we can do to prevent that kind of cheating unless we can get the evidence to prove it and report it to the Independent Electoral Commission. We will have to be vigilant and keep our eyes open.

20. What about black people who have worked in this country for a long time? Will they be allowed to vote?

During the white referendum white foreigners who have worked here for five years were allowed to take out citizenship and vote. We will have to fight for the same right to be given to black workers from neighbouring countries such as Lesotho, Malawi and Mozambique who have worked here on the mines for years and want to become citizens. Otherwise the system will benefit whites more than blacks.

21. Will you still be able to get a voter card on election day if you get to the voter station without anything?

This must be decided by the Independent Electoral Commission. We hope that there will still be officials who can issue voter cards at the voting station on election day. We do not want anyone to lose the right to vote just because they did not know or were not reached by voter education.

22. Is there a special way that you must fold your ballot paper?

You should fold your ballot paper in two, lengthways so that it is easy to post and so that no-one can see who you voted for. If you fold it in half in the normal way and you mark the paper with a pen it might smudge and make another mark on your ballot paper.

23. What about people who are in the bush for initiation? Will they be allowed to vote?

Special arrangements should be made for people who cannot come out of the bush so that they can be visited in the same way as people who are in hospitals.