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**MANUAL ON -**

**CONDUCT OF REGIONAL AND LOCAL AUTHORITY COUNCILS ELECTIONS:**

- A. Preliminary arrangements;**
- B. General provisions relating to conduct of the elections;**
- C. Voting at polling stations;**
- D. Determination of result of poll and announcement of result of election;**
- E. Functions and duties:**
  - (i) returning officer;**
  - (ii) presiding officer;**
  - (iii) polling officer and,**
  - (iv) counting officer;**
- F. Guidelines in respect of police duties and functions at polling stations; and**
- G. Security arrangement regarding election material.**

**16 November 1992**

**Issued by the Directorate of Elections**

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**INTRODUCTION**

1. The procedures and methods described in this manual should not be regarded as being adequate in all respects but rather as general guidelines.
2. If anything in this manual is not clear, the Directorate of Elections must be consulted for clarification and further information.
3. This manual is based on provisions of the Electoral Act, 1992 (Act 24 of 1992).
4. In this manual any reference, unless otherwise indicated, to legal provisions means, to the provisions of the Electoral Act, 1992.
5. The returning officer, presiding officer and polling officers should acquaint themselves with the provisions of the above-mentioned Act, as well as with procedures and methods contained in this manual.
6. The returning officer and presiding officer must ensure that he/she is duly supplied with the relevant forms and material.

Relevant section of the  
Electoral Act, 1992 (unless  
otherwise indicated)

**A. PRELIMINARY ARRANGEMENT**

**I. APPOINTMENT OF RETURNING OFFICERS AND OTHER  
ELECTION OFFICERS**

Section 51

1. For every constituency and/or local authority area there shall be appointed -

(a) a returning officer who shall exercise general supervision over the electoral process in his/her constituency and/or local authority area;

Section 51(1)(a)(i)(ii)

(b) two counting officers who shall assist the returning officer in the determination of the result of the poll.

Section 51(1)(b)

(c) a presiding officer who shall be in control of a polling station in such constituency or local authority area. (Form DE/C/6)

Section 51(1)(c)

(d) polling officers to conduct the poll at the polling station. (Form DE/C/6).

**P.S. Confine yourself only to the constituency and/or local authority area, polling station or place for which you are appointed.**

**II. AGENTS OF POLITICAL PARTIES/ORGANIZATIONS/-  
ASSOCIATIONS/CANDIDATES**

Section 52

1. A political party/organization/association/candidate may appoint two election agents for each polling station.

Section 52(1)

2. Such political party/organization/association/candidate shall furnish the Director, not later than 12:00, 16 November 1992, in writing (on form DE/C/1), of the name and address of each such agent.

Section 52(1)

3. As soon as is practicable after 12:00, 16 November 1992, public notice shall be given of the name and address of every agent and the polling station in respect of which such agent is appointed.

Section 52(2)

4. Election agents shall be entitled to attend at the polling station in question as the representative and observer of his/her political party/organization/association/candidate. Section 52(3)
5. (a) A political party/organization/association/candidate may at any time revoke the appointment of any election agent (Form DE/C/2). Section 52(4)(a)
- (b) Such revocation or the death or incapacity of election agent shall be brought to the attention of the returning officer concerned by the political party/organization/association/candidate in question. (Form DE/C/2). Section 52(4)(b)
- (c) The political party/organization/association/candidate shall notify, in writing on form DE/C/2, the returning officer concerned of the name and address of another person appointed in the place of an election agent referred to in subparagraph (c), and such name and address shall thereupon be publicly displayed. Section 52(4)(c)
6. (a) A political party/organization/association or candidate shall be represented at any place where the determination of the result of the poll for an election in question occurs, by three counting agents to be appointed not later than 21 November 1992. Section 52(5)
- (b) Such political party/organization/association/candidate shall not later than 26 November 1992 (i.e. three days before the election in question) shall furnish the Director, in writing on form DE/C/3 of the names and addresses of such counting agents. Section 52(6)
- (c) The names and addresses of such counting agents, as well as their places to which they are appointed, shall be published in the Gazette.

7. (a) Any election agent or counting agent may, if he/she so wish, place a seal of his/her political party/organization/association/candidate on a ballot box, packet or anything legally required to be sealed. Section 52(7)
- (b) If a ballot box, packet or anything sealed may be opened, any such agent shall be entitled to inspect such seals. Section 52(7)

III. DECLARATION OF SECRECY Section 53

1. Every returning officer, presiding officer, polling officer, counting officer, election agent and counting agent shall make in writing (on form DE/3) a declaration of secrecy by affirmation or on oath.
2. The declaration shall be made before such officer or agent assumes his/her duties or performing any function or attending at the place where the result of an election is determined.
3. The declaration may be made before a justice of peace or a commissioner of oaths.
4. The presiding officer may administer any affirmation or oath which is to be made by the polling officer or election agent.
5. The returning officer may administer any affirmation or oath which is to be made by the counting officer or counting agent.

**P.S. 1. The counting officer who has made declaration of secrecy at the time he/she was a presiding officer or a polling officer need not make another such declaration.**

2. **Use DE/C/24 as guideline to administer an oath or affirmation.**

B. GENERAL PROVISIONS RELATING TO CONDUCT OF ELECTIONS Section 73

I. POLLING STATIONS

1. Polling stations shall be established (by the Electoral Commission) at convenient places within the constituency and/or local authority area in order to facilitate the conduct of the election. Section 73(1)  
See Government Notice No. 155



2. As the situation may demand, one or more mobile polling stations may be provided (by the Director of Elections - and to be authorized by the Electoral Commission) for the purposes of facilitating the conduct of the election. Section 73(3)
3. A mobile polling station shall be under the general supervision of the returning officer. Section 73(4)
4. The returning officer of a mobile polling station shall, as he/she deems fit, and practicable to do so, make known the times and places to be visited by a mobile polling station during the polling period. (Form DE/C/4). Section 73(5)
5. The presiding officer in control of, any polling officer and agent for, a mobile polling station may enter upon any land with such mobile polling station and the necessary equipment for the purpose of taking the poll of registered voters on that land, and for the purposes of ascertaining whether there are registered voters on that land. Section 73(6)
6. Additional polling stations may be established at any time after the commencement of the poll in any election and any election agent concerned shall be notified thereof as soon as is practicable. (Form DE/C/5). Section 73(7)

- P.S.**
1. **The presiding officer shall at all times be in control of the polling station, but the returning officer shall from time to time visit each polling station within his/her constituency and/or local authority area in order to satisfy himself/herself that election is conducted effectually.**
2. **The returning officer shall be at a place where he/she can easily and promptly be reached by his/her presiding officer - either by fax or some other means.**

## II. PROVISION OF EQUIPMENT

Section 74

1. The returning officer shall be provided (by the Directorate of Elections) with polling compartments, ballot papers, ballot boxes, instruments for marking ballot papers with the official stamp, seals, copies of the relevant voters' register and such other requisites as may be required. Section 74(1)
2. Since it is a secret mark, the official stamp shall always, when not in use, be kept in envelope no. GTK6.
3. A returning officer shall do other acts and make arrangements necessary to facilitate the taking of the poll for the purpose of effectual conducting of the election. Section 74(1)
4. Every copy of the relevant voters' register shall be certified by or on behalf of the Director (of Elections) as the correct copy of the voters' register for the constituency or local authority area, as the case may be. Section 74(2)
5. The returning officer may depute any person under his/her control to perform on his/her behalf any of the duties legally imposed upon him/her in regard to the arrangements for the taking of the poll. Section 74(3)
6. A poster (DE/C/7) concerning how to vote should be posted in the voting compartment.

- P.S.
1. Use list of election material (form DE/C/8) to check whether you have received everything needed. If the returning officer needs any requisite, he/she should contact the Chief: Logistical Services, Directorate of Elections, Windhoek. The presiding officer should to that effect contact his/her returning officer.
  2. Upon receipt of election material check whether -
    - (a) the number on the paper seal placed on the ballot box marked "REGIONAL ELECTIONS", corresponds to the number recorded on form DE/C/9;
    - (b) the number of the strapseal placed on the ballot box marked "ELECTORAL MATERIAL", corresponds to the number recorded on form DE/C/25; and
    - (c) the numbers of ballot papers received correspond to the numbers recorded on form DE/C/26.

**III. VOTING COMPARTMENT**

Section 75

1. The voting compartment should be arranged in such a manner as - Section 75(1)
  - (a) to enable a voter to mark his/her vote in secrecy;
  - (b) a person can neither enter nor leave it without being seen by the presiding officer or a polling officer.
2. The presiding officer or polling officer shall take care that no other person shall, except in line with the legal provisions, enter the voting compartment while a voter is in it for the purposes of recording his/her vote. Section 75(1)
3. The expression "voting compartment" shall include any place or surface in or at a polling station, that is screened off, to the satisfaction of the presiding officer, in such a manner as to enable a voter to record his/her vote in secrecy. Section 75(2)

**P.S. The arrangement of the voting compartment should guarantee secret voting.**

**IV. BALLOT BOX**

Section 76

1. For the purposes of these elections, there are two kinds of ballot boxes, viz. the large green ballot boxes and the small grey ballot boxes.
2. The (large) green ballot boxes shall be used for the ballot papers of the local authority council elections, and the (small) grey ballot boxes shall be used for the ballot papers of the regional council elections.
3. Separate grey ballot boxes shall be used for the counterfoils of the ballot papers, unused and/or spoilt ballot papers.

4. Not more than 30 minutes before the commencement of the poll on a polling day the presiding officer shall - Section 76(1)
- (a) satisfy himself/herself that all ballot boxes to be used at such polling station are empty;
  - (b) permit the inspection of the interior of all such empty ballot boxes by -
    - (i) a member of the Electoral Commission or the Director of Elections;
    - (ii) the returning officer for the constituency and/or local authority area in question;
    - (iii) the candidate in that election;
    - (iv) any election agent or counting agent entitled to attend at the polling station;
    - (v) the polling officers or any police officer on duty; and
    - (vi) any other person authorized in writing by the Director.
  - (c) immediately thereafter close and seal the lids (note: not the slots in the lids) of all ballot boxes in a manner as prescribed hereunder in paragraphs 6.1(b) and 6.1(d).
5. If it becomes necessary at any time during the polling period to use any additional ballot box, such ballot box shall be made available for inspection, closed and sealed in the prescribed manner as stated in the afore-said paragraphs 4(b) and 4(c), before being used.

**6.1 The sealing of ballot boxes:**

- (a) the slot in the lid of the green ballot box shall be sealed by -
  - (i) threading a steel wire through the two holes provided for that purpose; and
  - (ii) clipping a seal onto such wire.
- (b) The lid of the green ballot box shall be sealed by -
  - (i) pushing a bolt of a ballot box through the holes provided for that purpose;
  - (ii) screwing the nut at the end of the bolt to its limit;
  - (iii) threading one end of the steel wire through the bolt hole at the end of the bolt in front of the tightened nut; and
  - (iv) clipping a clip seal onto such wire.
- (c) The slot in the lid of the grey ballot box shall be sealed by placing a paper seal over such slot in such a way as to avoid wrinkles.
- (d) The lid of the grey ballot box shall be sealed by -
  - (i) threading the steel wire through the three holes on the lid; and
  - (ii) clipping a clip seal onto such wire.

**6.2 It is important that you note the number on the seals.  
(Form DE/C/11).**

- 6.3 Any election agent may, if he/she so wish, affix seal(s) of his/her political party/organization/association or candidate. Section 52(7)
7. A ballot box closed and sealed, as aforesaid, may not be opened and the seal(s) shall not be broken, except in the following manners:
- (a) If the ballot box has not been filled to capacity on the previous day, such ballot box may be used again the following polling day:
    - (i) before breaking the seal(s) and opening the slot of such box, the presiding officer together with those entitled to inspect the ballot boxes and if present, shall inspect that the seals on the lid and slot are intact;
    - (ii) the seals' numbers are to be checked against the numbers on the checklist (form DE/C/11) to ensure that they do correspond;
    - (iii) if it is beyond any reasonable suspicion that the seals are intact, the presiding officer shall thereupon break the seal of the slot and open the ballot box slot in order to permit the resumption of voting.
  - (b)
    - (i) Once they have been filled to capacity and immediately after the poll, the ballot boxes shall, closed and sealed, be delivered to the returning officer concerned;
    - (ii) upon receipt by him/her, the returning officer shall examine whether seals of the ballot boxes are in order and permit any counting agents and/or candidates, if any, who are present to do the same, and shall thereafter open such boxes for counting.

- 8.1 The presiding officer at a polling station shall at the closing of the poll on a polling day, close and seal the slot in the lid of any ballot box in the manner prescribed in paragraph 6.1 of this section, and in the presence of authorized persons, as may be in attendance.
- 8.2 Paragraph 6.2 of this section shall also be applied, and 6.3 of the same section may also be applied.
9. All sealed ballot boxes shall be placed in a position where they can be seen at all times during polling hours at that polling station by the presiding officer or polling officer. Section 76(5)
10. The presiding officer and police officer on duty shall be responsible for the safe-keeping of all ballot boxes used at the polling station in question. Section 76(6)
11. Before delivery to the returning officer concerned, all ballot boxes shall be sealed and kept safely in the polling station in question under 24 hours police protection.
12. (a) The presiding officer must personally deliver the sealed ballot boxes (and other packets), under police protection, to the returning officer in accordance with the instructions received from the returning officer.
- (b) If the presiding officer can not personally deliver the ballot boxes (and other packets), the returning officer must arrange for one of the polling officers at such polling station to deliver them.

**P.S. Since the poor closing and sealing of the ballot boxes may be seen, reasonably or otherwise, to raise suspicion of fraud or unfairness, the returning officers and presiding officers should ensure that they have mastered the art of proper closing and sealing of ballot boxes.**

- V. **COMMENCEMENT AND CLOSING OF POLL AT POLLING STATIONS** Section 77
1. The poll shall commence at 07:00 and shall close at 21:00 on any polling day. Section 77(1)
  2. The presiding officer, before closing the poll (21:00), shall however permit ever voter who at that hour is inside the room or other enclosure of the polling station, to record his/her vote. Section 77(1)(a)

**P.S. The presiding officer, polling officers and police officer on duty should advisably be in the polling station an hour earlier than 07:00 on any polling day, in order to prepare everything for the poll to commence exactly at 07:00.**

VI. **TASKS TO BE PERFORMED BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL**

The Presiding Officer shall -

1. ensure that, on the first day of polling and/or before admission, all polling officers and election agents have made the declaration of secrecy; Section 53
- 2.1 ascertained that the new ballot box is empty; Section 76(1)(a)
- 2.2 permit the inspection of the interior of the ballot box by persons entitled to be present at the polling station, and as may be in attendance, so as to ascertain that it is empty; Section 76(1)(b)
- 2.3 then close and seal the ballot box; Section 76(1)(c)
- 3.1 if the already closed and sealed ballot box is to be used, ascertain, in the presence of any entitled person as may be in attendance, that the seals have not been tampered with;
- 3.2 if such ballot box is not tampered with, then remove the seal over the slot in the lid of such box;
4. place the ballot box in the position where it can be seen at all times himself or herself, other officers and election or counting agents concerned; Section 76(5)



5. ensure that the voting compartments, tables and chairs have been properly arranged;
6. ascertain that there are not unauthorized objects or notices in the compartments;
7. ensure that all the needed equipment (e.g. pencils in the voting compartments, ultraviolet light, form etc.) are available and in proper positions;
8. ensure that the Notices (e.g. stating the name of the Constituency and/or Local Authority Area, and containing directions for the guidance of a voter) have been effectively displayed.
9. ensure that every ballot paper on the back thereof is marked with the official stamp before the ballot paper book is handed to a polling officer for the handing of ballot papers to voters.

**P.S. Use form DE/C/12 as a checklist.**

**VII. POWERS OF PRESIDING OFFICERS AT POLLING STATIONS**

**Section 78**

1. The presiding officer and other officers shall keep order at their polling station.
2. The presiding officer and other officers shall regulate the number of voters to be admitted at a time and shall exclude all other persons except -
  - (a) a member of the Electoral Commission or the Director of Elections;
  - (b) the returning officer for the constituency or local authority area in question;
  - (c) the candidate in the election in question;
  - (d) any election agent or counting agent appointed to the polling station in question;
  - (e) polling officers or police officer on duty; and

**Section 78(1)**

- (f) any person authorized in writing on form DE/C/13, by the Director.
3. (a) Presiding officer may order any person, except the persons referred to in paragraph 2 and any person recording his/her vote, to leave the polling station. Section 78(2)(a)
- (b) Any person who fails to leave the polling station by order referred to in subparagraph 3(a), shall be guilty of an offence and may be arrested without a warrant. Section 78(2)(b)
4. The presiding officer may take any steps necessary for the protection of himself/herself and other officials or for stopping or preventing any violence or disturbance in or in the vicinity of the polling station. Section 78(3)
5. (a) If the taking of the poll is interfered with to a point where the ends of the electoral process are defeated, he/she shall immediately discontinue the taking of the poll. Section 78(4)
- (b) In such case a poll shall be taken at the time, in such manner and in respect of such voters as may be directed by him/her, after consultation with the Director. Section 78(4)
6. The above-mentioned powers shall not be exercised in such manner as to prevent a voter entitled to vote, from having an opportunity to record his/her vote. Section 78(5)

**C. VOTING AT POLLING STATIONS****I. FRANCHISE**

Section 79

1. A voter shall vote at the election in respect of which he/she is registered. Section 79(1)
2. A voter shall vote for one candidate or political party/organization/association only. Section 79(2)(a)(6)

**II. PLACE OF VOTING**

Section 80

1. A voter shall only record his/her vote in the constituency or local authority area in respect of which he/she is registered. Section 80(1)(a)(6)
2. (a) Any returning officer, presiding officer, polling officer, counting officer or police officer who by reason of his/her electoral duties will not be able to record his/her vote in the constituency and/or local authority area in respect of which he/she is registered, may only record his/her vote in the following manner;
  - (i) he/she shall appear in person before the returning officer for the constituency and/or local authority area in respect of which he/she is registered (e.g. if a person A is registered for Windhoek West Constituency and is appointed as a presiding officer for the polling station X for the Rundu Constituency in Okavango region, he/she must appear in person before the returning officer of Windhoek West Constituency); Section 80(2)(a)

- (ii) before voting he/she produces and surrenders to the returning officer concerned a written authorization issued by the Director of Elections (form DE/C/14), stating that he/she is authorized to voting by this special arrangement; and Section 80(2)(a)
  - (iii) he/she shall thereupon be entitled to vote. Section 80(2)(a)
- (b) Such officer shall record his/her vote by such arrangement at any time from 09:00 on 24 November 1992 but not later than 19:00 on 27 November 1992. Section 80(2)(b)
- (c) A written authorization (form ELECT 14) shall be signed by the officer producing it and shall be placed in the authorization envelope. Section 80(2)(c)
- (d)
  - (i) The ballot paper marked by the voter (i.e. officer in question) shall not be placed in a ballot box, but shall in the presence of the returning officer concerned and without being unfolded, be placed by a voter in envelope GKT 05 which he/she shall close and hand to that returning officer. Section 80(2)(d)
  - (ii) The returning officer concerned shall place such envelope GKT 05 in the authorization envelope GKT 04, which he/she shall close and set aside in a separate packet. Section 80(2)(d)

**P.S. The returning officers of Windhoek, since most returning officers and presiding officers are drawn from Windhoek and the rest of them are drawn from within the constituencies and/or local authority areas in respect of which they are registered, should hold sitting on the 24 November so that those officers who should go to work in other constituencies and/or local authority areas could vote by this arrangement.**

**III. VOTING TO BE BY SECRET BALLOT** Section 81

1. The voting shall be by secret ballot. Section 81(1)

**P.S. The presiding officer or any other officer in attendance should ensure that the secrecy of voting is not interfered with.**

**IV. MANNER OF VOTING AT ELECTIONS** Section 82

1. The (presiding) officer of (polling) officer shall mark every ballot paper in a ballot paper book on the back thereof with the official stamp (note: secret mark) before such book is given to a polling officer who issues ballot papers to voters who desires to vote. Section 82(1)

2. The voter must do the following to be permitted to vote: he/she -

(a) must produce his/her voter's registration card for the election in question to a presiding officer or polling officer; and Section 82(3)(a)

(b) must produce to the officer in proof of his/her identity - Section 82(b)

(i) any identity document containing recent photograph of him/her;

- (ii) a driving licence or permit containing a recent photograph of him/her; or
  - (iii) a declaration on form ELECT 13 made before presiding officer or polling officer designated for that purpose, by any other voter who is registered in the constituency or local authority area in question, in which proof identity of the voter in question is furnished. Section 82(3)(b)(iii)
- (c) such declarant must identify himself/herself to the presiding officer by producing any document referred to in sub-paragraphs (b)(i) and (ii) above.
3. The officer shall ascertain that - Section 82(4)
- (a) the voter is the person whose name appears on the registration card by using his/her identity document, licence, or permit or declaration of identity referred to earlier;
  - (b) the registration card is a registration card officially issued, by checking that the name on, other relevant particulars and number of, the registration card appear on relevant voters' register;
  - (c) the voter has not already voted at the election in question by -
    - (i) checking that the registration card has not been signed, imprinted, marked or endorsed to the effect that the voter has already voted;

- (ii) checking that the name on, number and other relevant particulars of, the voters' registration card have been or otherwise deleted on the relevant voters' register;
- (iii) examining the fingers of the voter as to whether or not they display the identification mark.

**P.S. 1. Do not permit a voter to vote if -**

- (a) **he/she does not identify himself/herself in ways mentioned earlier;**
  - (b) **he/she does not have a voter's registration card, although his/her name appears on the relevant voters' register;**
  - (c) **if his/her voter's registration card has been signed, imprinted, marked or endorsed to the effect that he/she has already voted at the election in question;**
  - (d) **the name on and other relevant particulars and number on, his/her voters' registration card have already been deleted, or do not appear, on the relevant voters' register; and**
  - (e) **his/her fingers display the identification mark.**
- 2. Endorse the voter's registration card concerned, to the effect that the voter was not permitted to vote and the ground upon which he/she was so prohibited.**
- 3. Record the names of all persons who have not been permitted to vote (Use form DE/C/22 - Part A for the names that do not appear on the voters' list; B for the names that have already been deleted on the voters' list; and C for the fingers that display the identification mark).**
- 4. Use the ultra-violet light to examine the fingers of the voter, and ensure that you have a spare battery for that device.**

- (a) The usage of the ultra-violet light forms an integral part of the electoral procedures and therefore it is important to ensure the effective operation thereof on a continuous basis.**
- (b) The officers should consider the following points:**

  - (i) Only one ultra-violet light per box (metal or carton) must be installed.**
  - (ii) The officers should carefully handle the light.**
  - (iii) The effectiveness of the ultra-violet tube light must be ensured continuously.**
  - (iv) The duration of the working of the batteries can vary between 1 and 1½ hour and longer, and control of their effective operation is essential.**
  - (v) Replace the battery that does not work effectively. Do not throw it away, but mark it and keep it, as it may be used again in cases of emergency.**



(vi) **The ultra-violet light must not be put off and on, but it must burn continuously. In cases where there are no voters near or in the vicinity of the polling station, the light could be put off until a voter shows up.**

5. **Make sure that you delete the name, particulars and number that should be deleted at that instance.**

6. **Put all the declarations of identity in envelope not marked.**

4.. If the officer has ascertain that - Section 82(6)

(a) the name on, number and other particulars of, the voter's registration card do not appear on the relevant voters' register; or

(b) that such name, number and particulars have been deleted on that register,

the voter shall not be permitted to vote, and his/her voter's registration card shall be endorsed to that effect.

5. If the voter has complied with all requirements mentioned above, he/she shall, before the officer, sign, fingerprint or mark his/her voter's registration card, depending upon what he/she did at the registration as voter. Section 82(7)(a)(i)

**P.S. 1. In case where fingerprint is taken, the officer should make sure that the finger is clean.**

2. **Wipe the finger with a wet cloth and dry it with a dry cloth before the fingerprint is taken.**
3. **The finger that was used at the registration must be the very same finger to be used at the polling, unless that is impossible for one reason or another.**

6. The voter shall then retain the voter's registration card.

Section 82(7)(a)(ii)

7. (a) After the registration card has been signed, imprinted or marked as said above, the officer shall place the identification mark on the finger(s) of the voter.

- P.S.
1. **The cotton waste must be removed out of the bucket/finger bowl, after which it must be filled with the liquid.**
  2. **Thereafter half of the cotton waste must be soaked into the liquid.**
  3. **Add then the other part of the cotton waste and soak it.**
  4. **Add if necessary.**
  5. **The voter's hand must be pressed into the cotton waste so that good contact is made with his/her fingers.**

**6. Hands must not be dried afterwards.**

- (b) The officer shall not issue a ballot paper to the voter who refuses that such mark be placed on his/her finger(s).

**8. The officer shall then -**

- (a) enter the registration number of the voter on the counterfoil on the ballot paper book; Section 82(9)
- (b) issue the ballot paper to the voter (marked on its back with the official (secret) stamp);
- (c) delete the name, registration number and other particulars of that voter on the relevant register.

**9. The voter shall then -**

- (a) take the ballot paper to the voting compartment; Section 82(10)
- Section 82(10)(a)

- (b) (i) place a cross in the space opposite the name and, if any, the abbreviation and distinctive symbol of his/her political party/organization/association; or Section 82(10)(b)
  - (ii) place a cross in the space opposite the name of the candidate of his/her choice. Section 82(10)(b)
- (c) fold the ballot paper four times in such manner that the official (secret) mark is visible and the names of the political parties/organizations/associations or candidate are not visible; Section 82(10)(c)
- (d) display the official mark on the ballot paper to the officer; Section 82(10)(d)
- (e) drop the ballot paper into the relevant ballot box. Section 82(10)(e)
- 10. (i) The voting shall not be interrupted by any defect in the device used for the identification mark, and the officer shall endorse the registration card to this effect. Section 82(11)
- (ii) The vote recorded by voter shall not be invalid merely because his/her finger(s) have not been examined as a result of such defect, and the officer shall endorse the registration card to that effect. Section 82(11)

**V. SPOILT BALLOT PAPERS**

Section 83

1. (a) If the voter spoils any ballot paper unintentionally, he/she may return it to the officer concerned. Section 83
- (b) The officer concerned shall -
- (i) give such voter another ballot paper; Section 83(a)
- (ii) retain the spoilt ballot paper and endorse with the word "spoilt"; and Section 83(b)
- (iii) record on the counterfoil of the spoilt ballot paper the fact that it has been cancelled. Section 83(c)

**VI. ASSISTANCE TO VOTERS**

Section 84

1. An officer shall not assist or instruct the voter in the manner of voting, unless Section 84(1)(a)
- (a) he/she is requested as such by the voter who is incapacitated from voting in a prescribed manner;
- (b) such assistance or instructions are to direct or to inform the voter of the procedure to follow;
- (c) the voter is unable to read or to understand any written directions or instructions, personally requests the officer concerned to explain such directions or instructions to him/her.

- P.S. 1. The assistance or instructions mentioned in subparagraphs (a), (b) and (c) shall be exercised without interfering with the exercising of the voter's franchise.**

2. **The assistance or instructions mentioned in subparagraph (b) shall be exercised without interfering with the secrecy of the voter's vote.**

2. The incapacitated voter who is accompanied by any other person who, to the satisfaction of the officer concerned, has reached the age of 18 years and is a relative or friend of such voter, may be permitted to vote with the assistance of such relative or friend. Section 84(2)

**P.S. If the presiding officer is suspicious about the integrity of such relative or friend to assisting the voter, he/she may not permit the voter to vote with such assistance, but shall rather instruct a polling officer to assist the voter. This practice is strengthened by the fact that the polling officer has at least made a declaration of secrecy whereas such friend or relative has not made such a declaration.**

3. No person shall converse or in any other manner interfere with the voter at any time after he/she has been given a ballot paper until he/she leaves the polling compartment. Section 84(3)

**VII. CLOSING OF POLL, SEALING OF BALLOT BOXES AND PACKETS AND BALLOT PAPER ACCOUNTS** Section 85

1. The presiding officer shall immediately after the close of the poll (after 21:00 on the last day) -
  - (a) put into ballot box marked "Electoral Material", all unused ballot papers (the envelope GKT 10 shall be placed on the ballot box in which unused ballot papers shall be kept), and shall close and seal such ballot box in the prescribed manner;

- (b) put into separate carton box, sealed in the prescribed manner -
- (i) all spoilt ballot papers (in envelope GKT 08)
  - (ii) marked copies of the voters' register (in envelope GKT 01)
  - (iii) official stamp (in envelope GKT 03)
  - (iv) any such other equipment
  - (v) affidavits in respect of identity (in envelope not marked)
- (c) put in a ballot box not marked, the counterfoils of used and spoilt ballot papers (the envelope GKT 09 shall be placed on such ballot box),

and shall deliver or cause to be delivered such ballot boxes and packets to the returning officer concerned.

- P.S.**
1. **Don't forget to first put the items into their respective envelopes before you put them in the packet or ballot box.**
  2. **The envelopes and packets shall be sealed with paper seals, and shall also be sealed with the copper seal which is kept in envelope GKT 07.**
  3. **Immediately after 21:00 on any polling day except the last, all items mentioned in subparagraphs (b) and (c) shall be put into their respective envelopes without closing and sealing such envelopes.**
  4. **In some cases delivery of such ballot boxes and packets may not be necessary since some polling stations may serve as places of determination of the result of the poll.**
  5. **Record the numbers of the seals affixed to the ballot boxes or packets by the election agents.**

2. The ballot boxes and packets containing ballot papers used, unused and spoilt shall have a checklist in which the presiding officer accounts for the number of ballot papers received by him/her (form DE/C/15). Section 85(3)

**P.S.** Using form DE/C/15, ensure that the total number of ballot papers received should correspond to total number accounted for. For example, if you received 1000 ballot papers from the returning officer, the total number of ballot papers used, unused and spoilt ballot papers should also be 1000.

**D. DETERMINATION OF RESULT AND ANNOUNCEMENT OF RESULT OF ELECTION**

**I. PLACE AND TIME OF DETERMINATION OF RESULT OF POLL** Section 86

1. The result of poll shall be determined at the (or one of the) polling stations in the constituency/local authority area in question.
2. The determination of result of poll shall commence immediately after 21:00 on the last day of polling (that is shortly after 21:00 on 3 December 1992).
3. If the determination of result of poll cannot commence as said in paragraph (2), the counting agents should be made to be satisfied with the fact of not being able to commence shortly after the closing date of the poll.

**II. VERIFICATION OF BALLOT PAPER ACCOUNTS BY RETURNING OFFICER AND COUNTING OF VOTES** Section 87

1. Upon receipt by him/her of the ballot boxes and packets, the returning officer shall - Section 87(1)
  - (a) take charge of them;



- (b) examine whether the seals of the ballot boxes and packets are in order;
- (c) afford any counting agents and any candidates at the election for the constituency in question, as may be in attendance, an opportunity to do the same; and
- (d) shall thereafter open all the ballot boxes and packets.

2. The returning officer shall -

Section 87(2)(a)

- (a) compare the written authorization envelope (i.e. voting by special arrangement) with the marked voters' registers and if it appears that -
  - (i) the same person has also voted at any polling station, he/she shall reject every vote appearing to have been given by such person, and after having sealed it, endorse thereon the words "rejected"; or
  - (ii) the person has not received a ballot paper at any polling station, he/she shall take out the ballot paper, and place it, unfolded, in the ballot box of the constituency/local authority area in question.

- (b) separately verify the presiding officer's account (form DE/C/15) by comparing the number of ballot papers in each ballot box and the number of unused and spoilt ballot papers in his/her possession.

Section 87(2)(b)

- (c) ascertain that each ballot paper bears the official stamp (in envelope GKT 03). Section 87(2)(b)(i)
  - (d) count the ballot papers and votes recorded at the polling station for each political party/organization/association/candidate (on form DE/C/16). Section 87(2)(b)(ii)
3. (a) The returning officer shall reject any ballot paper - Section 87(3)(a)
- (i) which records votes to more than one political party/organization/association/candidate,
  - (ii) which does not bear the official stamp,
  - (iii) which is unmarked or on which he/she can not certainly determine for which political party/organization/association/candidate the ballot is recorded.
  - (iv) which contains any writing or mark revealing the identity of the voter;
- and shall endorse the word "rejected" on any such ballot paper.
- (b) The returning officer shall count any ballot paper on which there is any writing or mark in which the voter clearly indicates his/her choice - whether or not such writing or mark is a cross or is recorded in the space provided for that purpose.

**P.S. Form DE/C/16 shall be used for counting of ballot papers of each individual ballot box, but form DE/C/17 shall be used for recording the total number of ballot papers in all the ballot boxes from all the polling stations within the constituency or local authority area in question.**

4. A counting agent or candidate may request a returning officer to re-count the ballot papers, the returning officer may refuse to re-count if he/she is convinced that such request is unreasonable. Section 87(5)
5. The returning officer shall -
- (a) then reseal each of the ballot boxes and packets;
  - (b) (i) after announcement of the result of the election, report to the Director the result of the verification.

- P.S. 1. There is no (given) standard form on which you must report to the Director the result of the verification mentioned earlier.**
- 2. Therefore, the returning officer shall have his/her own format as long as the report covers the following aspects:**
- (a) the number of persons who voted with the written authorization,**
  - (b) the number of persons who voted with the written authorization and again at the polling station in the constituency/local authority area in question;**

- (c) **the number of ballot papers received by the presiding officer vis-a-vis the number of ballot papers used, unused and spoilt, as accounted for by the presiding officer;**
- (d) **the number of -**
  - (i) **ballot papers not having official stamp**
  - (ii) **ballot papers which record votes to which more than one political party/organization/association/candidate;**
  - (iii) **ballot papers which are unmarked;**

**III. DETERMINATION AND ANNOUNCEMENT OF RESULT OF REGIONAL COUNCIL ELECTION**

Section 90

1. The returning officer shall determine the candidate with the highest number of votes, to be declared duly elected.

Section 90(1)

**P.S. Only one candidate shall be declared to be duly elected.**

2. The returning officer shall then announce on form DE/C/18, the result of the election in question by -

Section 90(2)

- (a) **making known the total number of votes counted in the constituency and, in respect of each candidate, the number of votes recorded for him/her (complete paragraphs (a) and (b) of form DE/C/18);**
- (b) **declaring the candidate who has received the highest number of votes to be duly elected with effect from 3 December 1992 (complete paragraph (a)(i) of form DE/C/18)**

3. The returning officer shall immediately cause a written statement of the announcement made by him/her to be transmitted to the Commission (form DE/C/18).
4. If any candidates have received an equal number of votes (note: highest number of votes), the returning officer shall declare such election null and void, and another election shall take place (complete paragraph (a)(ii) of form DE/C/18).

**P.S. The returning officer shall display form DE/C/18 outside the place where the determination of result of election takes place.**

A handwritten mark, possibly a signature or a large scribble, consisting of a horizontal line at the top, a vertical line on the left, and a diagonal line extending downwards and to the right.

**III. DETERMINATION AND ANNOUNCEMENT OF RESULT IN LOCAL AUTHORITY ELECTION (ELECTION TO BE HELD ON PARTY LISTS)** Section 91

**N.B.** For the sake of better understanding, when reading this section, you must also have the form DE/C/19, which you will use for the announcement of the result of election.

1. The returning officer shall announce -
- (a) the number of ballot papers rejected; (paragraph (a) of form DE/C/19)
  - (b) the number of votes counted (paragraph (b) of form DE/C/19);

**P.S.** The number of votes counted is only the number votes duly cast and therefore excludes those cast on the rejected ballot papers.

For example. In local authority area A 35114 voters have recorded their votes in respect of the area in question, and only 34114 votes have been counted, and therefore 1000 ballot papers have been rejected. The number which is relevant for this purposes is 34114, but not 35114.

- (c) the number of votes recorded for each political party/organization/association; (paragraph (c) of form DE/C/19)

**P.S.** The names of political parties/organizations/associations should be in alphabetical order.

Example:

Full names of political party/organization/association (in alphabetical sequence)	Number of Votes
Party AA	6 472
Party BB	5 129
Party CC	14 666
Party DD	6 248
Party EE	1 599

- (d) quota of votes per seat determined;  
(paragraph (d) of form DE/C/19)
- (i) The total number of votes duly cast in the election in question shall be divided by the number of seats the council in question has, in order to determine the quota of votes per seat.

**P.S. The total number of votes duly cast is the total number of votes counted, excluding the votes recorded on the rejected ballot papers.**

- (ii) That is:  $A = \frac{B}{C}$ , where A is the quota of votes per seat, B is the total number of votes counted (or duly cast), and C is the number of seats a council in question has.
- (iii) For example. Say the number of votes counted in respect of the local authority area A is 34114 and the council in question has seven seats. The quota shall be determined by dividing 34114 by 7.

That is: Quota =  $\frac{34114}{7} = 4873$  votes

per seat  
(4873,42 is rounded off to the lowest ten - 4873 votes per seat. But however, in case you have two political parties/organizations/associations with equal number of unallocated votes, do not round off the lowest ten, but rather use the first two decimals, e.g. 4873,42.)

- (e) the result obtained from having divided the total number recorded for each political party/organization/association by the said quota (paragraph (e) of form DE/C/19)

- P.S. 1. The names of political parties/ organizations should be in alphabetical order.
2. The number of seats allocated should be given (even if none).
3. The surplus votes not absorbed by the number of seats allocated should also be given.

For example. Say Party AA has obtained 6472 votes; BB = 5129; CC = 14666; DD = 6248 and EE = 1599, and the quota is 4873. The number of seats allocated to each Party shall be determined as follows:

Party AA =  $\frac{6472}{4873} = 1$  seat, with 1599 surplus votes;

Party BB =  $\frac{5129}{4873} = 1$  seat, with 256 surplus votes;

Party CC =  $\frac{14666}{4873} = 3$  seats, with 47 surplus votes;

Party DD =  $\frac{6248}{4873} = 1$  seat, with 1375 surplus votes;

Party EE =  $\frac{1599}{4873} = 0$  seat, with 1599 total votes

Name of political party/organization/association (in alphabetical sequence)	Number of seats allocated (even if none)	Surplus votes/ total votes
Party AA	1 seat	1 599
Party BB	1 seat	256
Party CC	3 seats	47
Party DD	1 seat	1 375
Party EE	0 seat	1 599
Total number of seats	6 seats	



**P.S. Remember that we have so far allocated six seats, whereas the council in question, as in our example, has seven seats, and one more seat should thus be allocated. To that effect the surpluses of votes and also the total votes as in the case of Party EE above should be used as a basis of such allocation, and now proceed to the next paragraph.**

- (f) The undistributed seat/seats, allocated in a sequence of the highest surplus; (paragraph (f) of form DE/C/19). However, if only one seat remains to be allocated and two or more political parties/organizations/associations have an equal number of unallocated votes, and such political parties/organizations/associations have more unallocated votes than any other political party/organization/association, the remaining seat shall be allocated to that political party/organization/association with the equal number of unallocated votes that has received the lowest number of votes in the election.

For example. Using the example given above:

Party AA has 1599 (surplus votes);  
 Party BB = 256;  
 Party CC = 47;  
 Party DD = 1375;  
 Party EE = 1599 total votes.

Party AA and Party EE have the equal number of unallocated votes, but Party EE has received the lowest total number of votes in the election. Therefore, the unallocated seat shall be allocated to Party EE.

From the above it follows that the undistributed seat shall be allocated as follows:

- Party EE, one seat; ~~\*and~~
- ....., one seat; ~~\*and~~
- ....., one seat; ~~\*and~~
- ....., one seat;

\* Delete whichever is not applicable

- (g) the final number of seats to which each political party/organizations/associations is entitled, as well as the names of candidate declared to be duly elected members of the council concerned. (Paragraph (g) of form DE/C/19).

Firstly, combine the number of seats allocated to a political party/organization/association in paragraph (e) of form DE/C/19 with those allocated to it in paragraph (f) of form DE/C/19.

**For example.** In paragraph (e) of form DE/C/19

Party AA has obtained 1 seat;  
 BB = 1 seat  
 CC = 3 seats  
 DD = 1 seat  
 EE = 0 seat, and paragraph (f)  
 of form DE/C/19

Party AA = 0 seat  
 BB = 0 seat  
 CC = 0 seat  
 DD = 0 seat  
 EE = 1 seat

Therefore, the final number of seat is as follows:

Number of political party/organization/association (in sequence of highest to lowest number of seats)	Number of seats as in (e)	Number of seats as in (f)	Final number of seats
Party CC	3 seats	0 seat	3 seats
Party AA	1 seat	0 seat	1 seat
Party DD	1 seat	0 seat	1 seat
Party BB	1 seat	0 seat	1 seat
Party EE	0 seat	1 seat	1 seat

- P.S. (1) Take note that now the names of political parties/organization/associations should be in sequence of highest to lowest number of seats. (therefore not in alphabetical sequence)**

- (2) **The names of political parties/organizations/associations that are not entitled to any seats should be excluded from the list of final number of seats.**

Secondly, write down the full names of candidates declared to be elected as members of the council concerned.

**For example. Using the above given examples, the council in question has seven seats and therefore you must declare seven candidates to be elected.**

No	Full names of candidate	Name of political party/organization/association
1	Sake XXX	Party CC
2	Ellis GGG	Party CC
3	Mesutu HHH	Part CC
4	Para JJJ	Party AA
5	Jon Joeyi	Party DD
6	Andrew PPP	Party BB
7	Kobbie Jo-Jo	Party EE
8		
9		
10		
11		
12		

\* Delete the numbers not utilised

- P.S. 1. You must first declare the candidates of the political party/organization/association with most number of seats, and then in the sequence of highest to lowest number of seats.**

2. **For the purpose of declaring candidates to be duly elected, use the updated copy or the list of duly nominated candidates of the political party/organization/association.**
3. **The returning officer should see to it that he/she has such copy of list of candidates.**

**E. FUNCTIONS AND DUTIES OF:****I. RETURNING OFFICER**

- (a) In respect of each constituency and/or local authority area, there shall be a returning officer who shall be the highest executive authority.
- (b) He/she exercises general supervision over the electoral process in his/her constituency and/or local authority area.
- (c) He/she is directly responsible to the Directorate of Elections and is the only person who may make use of the direct line to the Director (Tel: (061) 221091).
- (d) He/she is a very important representative of the Directorate of Elections and should always act in the interest of the same and the country.
- (e) He/she must be committed to a free and fair electoral process.

**P.S. The returning officer shall perform the electoral (note: statutory) duties through three stages viz.**

- 1. Nomination of Candidates;**
- 2. Polling; and**
- 3. Counting of Votes:**

**1. NOMINATION OF CANDIDATES**

- (a) He/she is the one to whom nomination of candidates shall be submitted.**
- (b) He/she may reject the nomination of candidate(s).**
- (c) He/she may declare a candidate to be duly nominated or elected.**

**2. POLLING**

- (a) He/she has general supervision over the polling stations,**
  - (i) if he/she may co-operate closely with the presiding officer of any of his/her polling stations**
  - (ii) he/she must control the task performance of each of his/her presiding officer**
  - (iii) he/she is responsible for the efficient running of electoral process in his/her constituency and/or local authority area.**
- (b) He/she shall make known the times and places to be visited by a mobile polling station.**
- (c) He/she is responsible for getting the election equipment from the Directorate, for distribution to his/her polling stations.**

- (d) He/she should arrange for the safe places in which the ballot papers, ballot boxes and other election equipment should be kept.
- (e) All problems experienced by his/her presiding officers must be conveyed to him/her for attention.

### 3. COUNTING

- (a) After polling, the returning officer should take charge of, and examine, the ballot boxes and other election packets. He/she should thus ensure that they have not been tampered with.
- (b) He/she is the chief counting officer, and he/she shall count and/or reject the ballot papers.
- (c) He/she is responsible for the announcement of the result of the election.
- (d) He/she is responsible for declaring the candidate, political party/organization/association to be duly elected.
- (e) He/she is responsible for transmitting the written statement of the announcement made by him/her to the Electoral Commission.

**II. PRESIDING OFFICER**

- (a) In respect of each polling station (mobile or fixed) and for each election, there shall be a presiding officer who shall be the officer in charge of the polling station for the election in question.
- (b) Persons present in the polling for the discharge of official duties of whatever nature come under the supervision of the presiding officer and have to carry out his/her instructions.
- (c) He/she must receive and record such receipt of electoral equipment from the Returning Officer.
- (d) He/she must see to it that electoral equipment are properly handled and only dealt with at authorized/prescribed hours.
- (e) He/she must see to it that a clearly visible notice stating that the station is the polling station for the constituency/local authority area is displayed.
- (f) He/she must see to it that a notice and/or poster containing directions for the voter in voting must be displayed.
- (g) He/she must see to it that the voting compartment is arranged in such a way that anyone entering or leaving the compartment can be seen by him/her or any of his/her assistants i.e. the polling officers.
- (h) From time to time during the pool, the presiding officer must go to see whether a properly sharpened pencil is secured to compartment and that there are no unauthorised notices, papers or posters in the compartment.



- (i) He/she must see to it that where it is practically possible to use furniture i.e. chairs and tables, these are provided for.
- (j) He/she must see to it that ballot boxes and ballot papers are during the poll under the supervision of polling officers.
- (k) He/she must see to it that ballot boxes and ballot papers are during the poll under the supervision of polling officers.
- (l) He/she must ensure that before admission all officers and election agents who have to perform election duties in the polling station in some capacity or other have made the prescribed declaration of secrecy on form DE/3.
- (m) Persons who are authorized to be in the polling station but who have not made the declaration of secrecy must forthwith make it before the presiding officer.
- (n) Such declarations made before the presiding officer must be kept in a separate packet.
- (o) The presiding officer together with all other officers and agents in the polling station must take steps to ensure that the secrecy of the poll is observed and maintained throughout the period during which voting takes place and votes are counted, and must not before the closing of the poll furnish any information to any person by which the secrecy of the poll may be compromised. Information may be furnished only for such purposes as authorized by law.

- (p) The presiding officer shall not permit anyone to act as an election agent unless a letter of appointment on the prescribed form is produced.
- (r) He/she must regulate the number of voters permitted in the polling station, and exercise control in the polling station.
- (s) He/she is empowered to order the removal of persons who fail to comply with his/her request to leave the polling station.
- (t) He/she may allow television surveys to be made and photographs to be taken in the polling station only with the prior written approval of the Director of Elections. Photographs may not under any circumstances be taken or surveys made in such a way that it shows how a voter has voted.
- (u) He/she must, on polling in the polling station, mark every ballot paper in a ballot paper book on the reverse side thereof with the official secret mark before such ballot paper book is handed to a polling officer for the handing of ballot papers to persons wishing to vote at that election. This should be done several minutes before the opening of the polling station.
- (v) The presiding officer must deliver the sealed ballot boxes and other packets, under police protection, to the returning officer after the closure of the polling station in accordance with the laid down instructions.
- (w) He/she must submit to the Returning Officer a comprehensive report on any difficulties experienced during the election on any of the polling days.

**III. POLLING OFFICER**

- (a) The polling officer must ensure that polling procedures are properly followed when a voter enters a polling station.
- (b) He/she must inspect the voter's registration card from the voter and determine that the card does in fact belong to the prospective voter.
- (c) If the prospective voter does not have any document to identify him/herself with, the polling officer must refer the prospective voter to the presiding officer.
- (d) If the prospective voter's name is deleted from the voters' register or his/her name is on the list of those with cancelled registration cards the prospective voter must be referred to the presiding officer.
- (e) If the prospective voters' fingers show the identification mark, after having been checked under the ultra-violet light, he/she must be referred to the presiding officer.
- (f) If no's 3, 4 and 5 are not applicable, the polling officer allows the prospective voter to sign or put his/her finger print on the voters' registration card and ensure that prospective voter follows all subsequent voting procedures.
- (g) The polling officer responsible for the ballot boxes must look carefully to see that the official secret mark appears on the reverse side of the ballot papers, officers must be careful not to bring the voter under the impression that they are trying to find out for whom the voter has voted.
- (h) Polling officers are responsible for the arranging and controlling of traffic in the polling station.
- (i) Polling Officers must see to it that voters do not loiter in the polling station.

**IV. COUNTING OFFICER**

- (a) The Returning Officer as the chief counting officer must examine the seals on the ballot boxes received by him/her from the presiding officer in the presence of the party agents who are in attendance.
- (b) The Returning Officer must allow the agent to examine the said seals as well.
- (c) If it seems as though the seals have been interfered with, such apparent interference must be noted and reported to the Chief Controller: Registration and Voting at Headquarters as soon as it is practically possible.
- (d) The counting officer must arrange and handle the ballot boxes in a safe and secure manner at the place of counting and determination of result.
- (e) The counting officer, upon receiving instructions from the presiding officer, must perform all tasks related to the counting process.
- (f) The above-mentioned tasks shall include:
  - (i) the initial inspection of the ballot boxes
  - (ii) the initial count of the ballot papers contained in the ballot boxes
  - (iii) examining the ballot papers whether they actually bear the official secret mark on the reverse side
  - (iv) setting aside, for the chief counting officer's decision, all ballot papers not bearing the official secret mark;

- (v) the rejection, after consulting, his/her returning officer of spoilt ballot paper, a spoilt ballot paper includes a ballot paper on which a voter purported to give a vote to more than one party/association/organization or candidate; that not bearing any mark whatsoever or having been marked in such a manner that it cannot be established for which party/association/organization or candidate a vote was intended to be cast; that having been altered i.e. on which a vote in favour of any party/association/organization or candidate has been altered to vote in favour of another;
- (vi) informing the Returning Officer of any objection raised to rejection or acceptance so that he/she must endorse the words "Objection raised to rejection" or "objection raised to acceptance" on the ballot paper;
- (vii) receiving instructions from the Returning Officer to ensure that while all preparations and checking go on before actual counting takes place, ballot papers are kept face down;
- (viii) the sorting of the ballot papers according to the political party/organization/association or the candidate for which the voter has voted;
- (ix) the counting of the vote for each political party/organization/association or candidate.

**F. GUIDELINES IN RESPECT OF POLICE DUTIES AND FUNCTIONS AT POLLING STATIONS**

- (a) The police will be responsible for a number of tasks at polling stations before and during voting, as well as at the time of counting of votes. Presiding officers and polling officers must ensure that the tasks as outlined hereunder are properly carried out by the police appointed for such functions.

If not, the particular situation must be reported to the returning officer with immediate effect for remedial measures to be taken. If necessary the situation must be reported to the Chief Controller: Registration and Voting, Directorate of Elections at the Headquarters in Windhoek.

- (b) The police appointed for election duties shall mainly deal with the following:
- (i) The security at the polling stations prior to voting.
  - (ii) The security at the polling stations during voting.
  - (iii) The security at the polling stations at the end of the polling day.
  - (iv) The security of ballot boxes containing ballot papers.
  - (v) The accompanying/transporting and guarding of ballot boxes from polling stations to the counting point.
  - (vi) Exercising control over observers (authorised by the Director of Elections) and ensuring that such observers are in possession of the necessary identification and, to ensure that only a manageable number of such observers is allowed into the polling stations and only for a specified period of time.

- (vii) Exercising control over the entrance of voters into polling stations to ensure smooth flow of voters.
  - (viii) Exercising normal police functions within 500 meters radius of the polling stations.
  - (ix) The removal of persons from the polling stations at the request of the presiding officers.
- (c) The police designated for such tasks shall not refuse any voter, who intends to cast his/her vote, permission to enter the polling station.

**SOURCE:**

1. The Constitution of the Republic of Namibia.
2. Electoral Act, 1992 (Act 24 of 1992)



REPUBLIC OF NAMIBIA

- \* LOCAL AUTHORITY COUNCIL ELECTION
- \* REGIONAL COUNCIL ELECTION

STATUTORY DECLARATION OF SECRECY  
 (Section 53 of the Electoral Act, 1992 (Act 24 of 1992))

I, .....  
 (full names in block letters)  
 appointed as \*(i.e. returning officer, presiding officer, counting officer, polling officer, election agent, counting agent)  
 .....for.....(Constituency/Local  
 Authority Area/Polling Station, etc) for \*Local Authority/Regional Council election to be held on ..... (date  
 of election) solemnly swear/affirm and declare that I will not at this election do anything prohibited by section 100 of the  
 Election Act, 1992, which I have read and fully understand.

.....  
 SIGNATURE DATE

I certify that the declarant has acknowledged that he/she knows and understands the contents of the above declaration, that -

- \*(a) I duly administered the oath as prescribed by the Justices of the Peace and Commissioners of Oath Act, (Act No 16 of 1963, Section 10) and Regulation No. R.1258 of 21 July 1972;
- \*(b) I duly administered the affirmation as prescribed by Justices of the Peace and Commissioners of Oath Act, (Act No 16 of 1963, Section 10) and Regulation No. R.1258 of 21 July 1972;

and that thereafter the declarant in my presence signed the declaration.

.....  
 SIGNATURE OF RETURNING OFFICER,  
 PRESIDING OFFICER, JUSTICE OF THE  
 PEACE/COMMISSIONER OF OATHS DATE

Full names (in block letters): .....

Business address (in block letters): .....

.....

Official designation: .....

Area for which appointed: .....

\*Delete whichever is not applicable.

INFRINGEMENT OF SECRECY  
Section 100 of the Electoral Act, 1992 (Act 24 of 1992)

100. (1) Every officer or agent to the extent determined by this Act, present at a polling station will maintain, and aid in maintaining, the secrecy of the voting at that polling station, and shall not communicate, except for any purpose authorized by law, to any person any information likely to defeat the secrecy of the voting.
- (2) Except as provided in this Act, no person shall interfere with or attempt to interfere with a voter when marking his or her vote, or otherwise attempt to obtain at a polling station information as to the political party or candidate for which any voter at that polling station is about to vote or has voted, or communicate at any time to any person any information obtained at a polling station as to the political party or candidate for which any voter at such polling station is about to vote or has voted.
- (3) No person shall, direct or indirectly, induce any voter to display his or her ballot paper, after he or she has marked it, in such a manner as to make known to any person the name of the political party or candidate for which the voter has marked his or her vote.
- (4) (a) Every person present at the determination of the result of a poll in any election shall maintain, and aid in maintaining, the secrecy of the voting, and shall not attempt to ascertain at such determination, or communicate any information obtained at such determination as to the manner in which any particular person marked his or her ballot paper.
- (b) No person present at the counting of votes shall communicate to any other person any information obtained at such counting about the political party or candidate in respect of which a vote has been recorded in any spoilt ballot paper.
- (5) Except as provided in this Act, no person shall attempt to ascertain, or directly or indirectly assist in ascertaining, for which political party or candidate any voter has recorded his or her vote.
- (6) Any person who, in the carrying out of his or her duties under this Act, has obtained any knowledge as to the political party or candidate for which any person has recorded his or her vote, shall not disclose such knowledge.
- (7) No person shall, except upon the order of any court or as authorized by this Act, break the seal of a sealed packet or open such a packet.
- (8) The provisions of this section shall not be construed as preventing any person from conducting any opinion poll in relation to the support enjoyed by the several political parties taking part in any election in question or by the policies which they advocate or by respective candidates at that election, or the publishing of the result of such an opinion poll so conducted.
- (9) Any person who contravenes or fails to comply with any provision of this section, shall be guilty of an offence and on conviction be liable to a fine not exceeding R4 000 or to imprisonment for a period not exceeding twelve months or to both such fine and such imprisonment.

**CONDUCT OF, DETERMINATION OF RESULT OF POLL AND ANNOUNCEMENT OF RESULT OF, REGIONAL COUNCIL AND LOCAL AUTHORITY COUNCIL ELECTIONS**

<b>Ref. No.</b>	<b>Subject</b>
17/1/3/2/B	Manual on conduct of regional and local authority councils election: (a) preliminary arrangements; (b) general provisions relating to conduct of the elections; (c) voting at polling stations; (d) determination of result of poll and announcement of result of election; (e) functions and duties of (i) returning officer; (ii) presiding officer; (iii) polling officer; (iv) counting officer; and (f) guidelines in respect of police duties and functions at polling stations.
DE/C/1	Form - Appointment of election agent (Section 52(1) of Electoral Act, 1992)
DE/C/2	Form - Notification of *revocation of appointment/death/incapacity of *election agent/counting agent, and appointment of another person in his/her stead.
DE/C/3	Form - Appointment of counting agent (Section 52(5) of Electoral Act, 1992)
DE/C/4	Form - Public notice of time and places to be visited by mobile polling station (Section 73(5) of Electoral Act, 1992)
DE/C/5	Form - Establishment of additional polling station(s)
DE/C/6	Form - Appointment of *presiding officer/polling officer
DE/C/7	Form - Poster concerning "How to vote"
DE/C/8	Form - List of certain material issued by electoral stores, Windhoek
DE/C/9	Form - List of ballot box cipseals or paperseals No: ..... Used on ballot box no: ... for local authority/regional councils elections. Paperseal to be used on top of ballot box marked regional elections
DE/C/10	Form - Public notice of the names and addresses of election agents and counting agents (Subsections (2) and (6) of Section 52 of Electoral Act, 1992)
DE/C/11	Form - Checklist of ballot boxes containing ballot papers
DE/C/12	Form - Checklist of tasks to be performed by the presiding officer before the commencement of the poll

- DE/C/13 Form - Authorization of person to be admitted into polling station
- DE/C/14 Form - Cancelled, refer to ELECT 14
- DE/C/15 Form - Covering ballot paper account by presiding officer (Section 85(3) of Electoral Act, 1992)
- DE/C/16 Form - Counting of votes in respect of ballot papers in the ballot box
- DE/C/17 Form - Result slip in respect of total number of votes recorded at the election
- DE/C/18 Form - Announcement of result of election (Section 90(2) of Electoral Act, 1992)
- DE/C/19 Form - Announcement of result of election in case of election to be held on party list (Section 91 of Electoral Act, 1992)
- DE/C/20 Form - Poster indicating the constituency/local authority area for which the polling station in question is established.
- DE/C/21 Form - Appointment of counting officer (Section 51(4) of Electoral Act, 1992)
- DE/C/22 Form - list of all persons refused voting on the ground that: (A) their names do not appear on the voters' list, (B) their names have already been deleted on the voter's list; and (C) their fingers display the identification mark
- DE/C/23 Form - Seals used by political party/organization/association/candidate
- DE/C/24 Form - Regulation No. 1258 of 21 July 1972: Regulation governing the administering of an oath or affirmation
- DE/C/25 Form - List of ballot boxes marked electoral material, issued with ballot papers
- DE/C/26 Form - Checklist of ballot papers received
- DE/A/9 Form - Termination of the polling as a result of the death of duly nominated candidate (Section 65(2) of Electoral Act, 1992)

**REPUBLIC OF NAMIBIA**

**\* REGIONAL COUNCIL ELECTION**

**\* LOCAL AUTHORITY COUNCIL ELECTION**

TO: RETURNING OFFICER

..... (\*CONSTITUENCY/LOCAL  
AUTHORITY AREA)

**APPOINTMENT OF ELECTION AGENT (Section 52(1) of Electoral Act, 1992)**

In terms of section 52(1) of Electoral Act, 1992, I hereby inform you that

(1) ..... (full names)  
..... (residential address)  
..... (postal address)  
..... (telephone number if any) and

(2) ..... (full names) of  
..... (residential address)  
..... (postal address)  
..... (telephone number if any)

have been appointed as election agents on behalf of .....  
(\*political party/organization/association/candidate) for the .....  
polling station, in ..... (\*constituency/local authority area),  
in respect of the elections to be held from 30 November to 3 December 1992.

.....  
SIGNATURE OF \*AUTHORIZED REPRESENTATIVE/INDEPENDENT CANDIDATE

.....  
DATE

\* Delete whichever is not applicable.

**REPUBLIC OF NAMIBIA**

**\* REGIONAL COUNCIL ELECTIONS**

**\* LOCAL AUTHORITY COUNCIL ELECTIONS**

**NOTIFICATION OF \*REVOCATION OF APPOINTMENT/DEATH/INCAPACITY OF \*ELECTION AGENT/COUNTING AGENT, AND APPOINTMENT OF ANOTHER PERSON IN HIS/HER STEAD**

I (FULL NAME) .....

OF (ADDRESS) .....

.....

do hereby inform the Returning Officer concerned of the \*revocation of appointment/death/incapacity of ..... (full names)

\*as/who was/is Election Agent/Counting Agent on behalf of (Name of Political Party/Organization/Association or Candidate .....

at the \*Polling Station/Mobile Polling Station/Place where the result is determined for the Election in respect of \*Constituency/Local Authority Area .....

and that ..... (full names)

..... (residential address)

..... (postal address)

..... (telephone number, if any) has been appointed in \*his/her stead

from (date): ..... to .....

.....  
SIGNATURE OF \*INDEPENDENT CANDIDATE/  
AUTHORIZED REPRESENTATIVE OF POLITICAL  
PARTY/ORGANIZATION/ASSOCIATION

.....  
DATE

\* Delete whichever is not applicable

REPUBLIC OF NAMIBIA

\* REGIONAL COUNCIL ELECTION
\* LOCAL AUTHORITY COUNCIL ELECTION

TO: RETURNING OFFICER

..... (\*CONSTITUENCY/LOCAL AUTHORITY AREA)

APPOINTMENT OF COUNTING AGENT (Section 52(5) of Electoral Act, 1992)

In terms of section 52(5) of Electoral Act, 1992, I hereby inform you that

(1) ..... (full names)
..... (residential address)
..... (postal address)
..... (telephone number if any);

(2) ..... (full names)
..... (residential address)
..... (postal address)
..... (telephone number if any) and

(3) ..... (full names) of
..... (residential address)
..... (postal address)
..... (telephone number if any)

have been appointed as counting agents on behalf of .....
(\*political party/organization/association/candidate) for the place where the determination of the result of the poll for the election in respect of the above-said \*constituency/local authority area takes place.

.....
SIGNATURE OF \*AUTHORIZED REPRESENTATIVE/INDEPENDENT CANDIDATE

.....
DATE

\* Delete whichever is not applicable.

Issued by the Directorate of Elections







DE/C/5 2-0/001

REPUBLIC OF NAMIBIA

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**OFFICE OF THE PRIME MINISTER**

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**DIRECTORATE OF ELECTIONS**

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Private Bag 13352

Fax: (061) 224174 / 226875

WINDHOEK

**TO WHOM IT MAY CONCERN**

**ESTABLISHMENT OF ADDITIONAL POLLING STATION(S)**

Notice is hereby given in terms of Article 73(7) of the Electoral Act, 1992 (Act 24, 1992) to establish additional polling station(s) in the \*constituency/local authority area of

.....

**Prof GKH Tötemeyer**  
**Director of Elections**

\* Delete whichever is not applicable

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WINDHOEK

APPOINTMENT OF \*PRESIDING OFFICER/POLLING OFFICER

In terms of section 51(4) of Electoral Act, 1991, I hereby appoint
..... (full names)
..... (residential address)
..... (voter's registration number, if any) as \*presiding officer/polling officer
for the ..... polling station in respect of the election for the
..... (\*constituency/local authority area)

Prof GKH Tötemeyer
Director of Elections

.....
Date

If signing on behalf of the Director, state your -

Full names: .....

Designation: .....

\* Constituency/local authority area: .....

\* Delete whichever is not applicable.

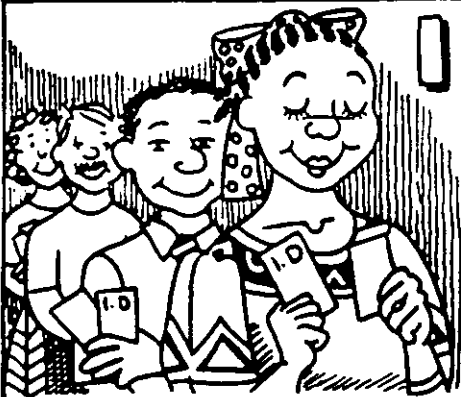
Issued by the Directorate of Elections

DE/C/7

# 1992 REGIONAL & LOCAL AUTHORITY COUNCILS ELECTIONS

# HOW TO VOTE

From MONDAY, 30 NOVEMBER to THURSDAY, 3 DECEMBER : 7 A.M TO 9 P.M.



Before going to the polling station, **REMEMBER** to take your **REGISTRATION CARD** and your **I.D., DRIVER'S LICENCE** or other **ACCEPTABLE** means of **IDENTIFICATION**.



Officials at the polling station will use these documents to **CHECK** the **VOTER'S REGISTER** and ensure that you are **ELIGIBLE TO VOTE**.



Your **HANDS** will be **CHECKED** under special light to ensure that you have not already voted in these elections. You will then **SIGN** or put your **FINGERPRINT** on your Registration card.



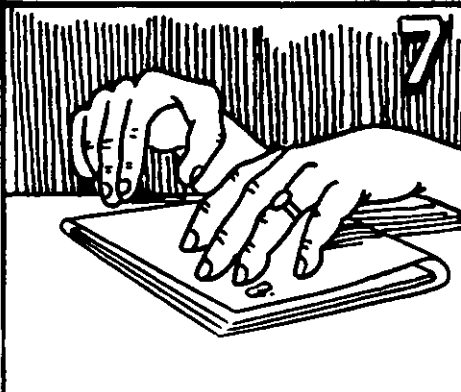
Your fingers will then be **DIPPED** in **LIQUID** to prevent further voting in these elections. This liquid won't hurt, stain hands or clothes and will wash off after 7 days.



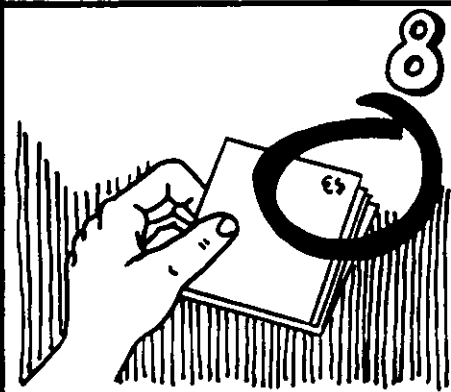
You will now receive a **Ballot Paper** and be directed to the **VOTING BOOTH**. In some cases there will be 2 separate booths, 1 for Local Authorities and 1 for Regional Councils. Each will have its own, clearly marked **BALLOT BOX**.



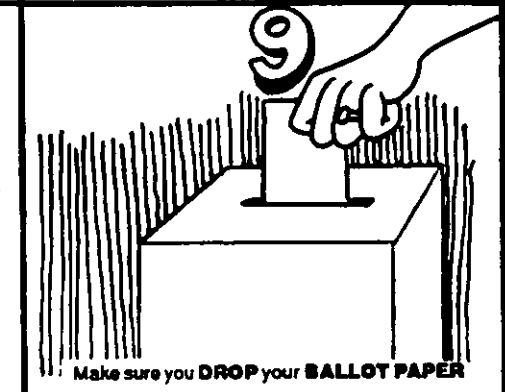
You will be **ALONE** in the **VOTING BOOTH**, so your **VOTE** will be **SECRET**. Place your **X** in the **BLOCK** next to the party or candidate of your choice.



**BEFORE LEAVING** the **BOOTH**, **FOLD** your **BALLOT PAPER** into 4. Make sure your **VOTE** is on the **INSIDE** so that no-one else can see it.



Each ballot paper has a **SECRET MARK** on the **OUTSIDE**. Step out of the booth and show this Mark to the **OFFICIAL**. **DO NOT** show your vote or give away your paper.



Make sure you **DROP** your **BALLOT PAPER** into the correct **BALLOT BOX**. If you are voting in **BOTH** elections, **REPEAT** the full **PROCESS** from **STEP 1** for the second election. If not, you will now have completed the voting process.



## REPUBLIC OF NAMIBIA

\* REGIONAL COUNCIL ELECTIONS  
\* LOCAL AUTHORITY COUNCIL ELECTIONS

## CHECKLIST OF BALLOT BOXES CONTAINING BALLOT PAPERS

NO *	BALLOT BOX NUMBER	PRESIDING OFFICER'S PAPER SEAL NUMBER	PRESIDING OFFICER'S CLIPSEAL NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

\* Delete unutilized number(s)

- A. I, the undersigned hereby acknowledge receipt of the above-mentioned ballot box(es) from the presiding officer and declare that the seals were found to be intact and in good order.
- B. Delete A. Above and supply a full written statement if the seals were found to be broken or tampered with.

.....  
SIGNATURE OF RETURNING  
OFFICER

.....  
\*CONSTITUENCY/LOCAL  
AUTHORITY AREA

.....  
DATE

\* Delete whichever is not applicable

Issued by the Directorate of Elections

## REPUBLIC OF NAMIBIA

## REGIONAL AND LOCAL AUTHORITY COUNCIL ELECTIONS

## CHECKLIST OF TASKS TO BE PERFORMED BY THE PRESIDING OFFICER BEFORE THE COMMENCEMENT OF THE POLL

TASKS TO BE PERFORMED	TICK ALONGSIDE THE TASK PERFORMED
1. Have you ensured that, on the first day of polling and/or before admission, all polling officers and agents have made the declaration of secrecy?	
2.1 Have you ascertained that the new ballot box is empty?	
2.2 Have you made the ballot box available to those persons entitled to be present at the polling station, and as may be in attendance, so as to ascertain, that it is empty?	
2.3 Have you then closed and sealed the ballot box?	
3.1 If the already closed and sealed ballot box is to be used, have you, in the presence of any entitled persons as may be in attendance, ascertained that the seals have not been tampered with?	
3.2 If such box is not tampered with, have you then removed the seal over the slot in the lid of such box?	
4. Have you then placed the ballot box in the position where it can be seen at all times by yourself, other officers and agents concerned?	
5. Have you ensured that the voting compartments, tables and chairs have been properly arranged?	
6. Have you ascertained that there are no unauthorized objects or notices in the compartments?	
7. Have you ensured that all the needed equipment (e.g. pencils in the voting compartments, ultra-violet light, forms etc.) are available and in proper positions?	
8. Have you ensure that the Notices (e.g. stating the name of the Constituency/and or Local Authority Area, and containing directions for the guidance of a voter) have been effectively displayed?	
9. Have you ensured that every ballot paper on the back thereof is marked with the official stamp before the ballot paper book is handed to a polling officer for the handing of ballot papers to voters?	



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WINDHOEK

TO: THE PRESIDING OFFICER

AUTHORIZATION OF PERSON TO BE ADMITTED INTO POLLING STATION

In terms of section 78(f) I hereby authorize .....  
(full names)

Residential address: .....

Postal address: .....

Telephone number, if any: .....

to attend ..... (polling station) in the .....  
\*constituency/local authority area in respect of elections to be held from 30 November to 3  
December 1992.

Prof GKH Töttemeyer  
Director of Elections

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WINDHOEK

**TO: THE RETURNING OFFICER**

**AUTHORIZATION PERMITTING AN OFFICER TO VOTE BEFORE THE PROCLAIMED POLLING DAYS (I.E. 30 NOVEMBER TO 3 DECEMBER 1992)**

In terms of section 80(2)(a) of the Electoral Act, 1992, I hereby authorize  
.....(fullname)  
..... (residential address)  
..... (voter's registration number) who is appointed as  
..... (designation, i.e. returning officer, presiding officer, polling officer, etc.) for the polling station of ..... in the  
..... (\*constituency/local authority area)

.....  
**Prof GKH Töttemeyer**  
**Director of Elections**

.....  
**Signature of Voter**

**Issued by the Directorate of Elections**



REPUBLIC OF NAMIBIA  
 \*REGIONAL COUNCIL ELECTION  
 \*LOCAL AUTHORITY COUNCIL ELECTION

DE/C/15

COVERING BALLOT PAPER ACCOUNT BY PRESIDING OFFICER (Section 85(3) of Electoral Act, 1992)

Polling Station..... \*Constituency/Local Authority Area.....

Ballot Box(es) No.....to No.....

Packet(s) No.....to No.....

Number of Ballot papers received			Number	Accounted Ballot Papers	Number
Date	No	to No		1. Ballot papers used	.....
	No	to No		2. Spoilt ballot papers	.....
	No	to No	.....	3. Unused ballot papers	
	No	to No	.....	No _____ to No _____	.....
	No	to No	.....	No _____ to No _____	.....
	No	to No	.....	No _____ to No _____	.....
<b>TOTAL RECEIVED</b>				<b>TOTAL ACCOUNTED FOR</b>	

**AFFIDAVITS AND BALLOT BOXES**

(a) Number of affidavits Elect 13 received in respect of identity.....

(b) Ballot Boxes: No..... to No .....not used.

I hereby certify that the above is a correct statement of all Ballot papers delivered to me.

Date.....

Presiding Officer.....

I, the undersigned, returning officer of the abovementioned \*constituency/local authority area do hereby report that I have verified the ballot paper account handed to me by the presiding officer, and that the result of such verification is that the said account are correct, except for the following particulars.....

Date.....

Place.....

Date.....

\* Delete whichever is not applicable

Issued by the Directorate of Elections

REPUBLIC OF NAMIBIA

\* REGIONAL COUNCIL ELECTION  
 \* LOCAL AUTHORITY COUNCIL ELECTION

\*CONSTITUENCY/LOCAL AUTHORITY AREA .....

POLLING STATION .....

COUNTING OF VOTES IN RESPECT OF BALLOT PAPERS IN THE BALLOT BOX

BALLOT BOX NO .....

Name of political party/organization/association/candidate (in sequence as appearing on the ballot paper)	Total number of votes recorded
<b>TOTAL</b>	

Official mark absent	
Voting for more than one political party/organization/ association/candidate	
Unmarked	
Total number of ballot papers rejected	

I hereby certify that the above particulars are correct.

.....  
 SIGNATURE OF RETURNING OFFICER

.....  
 DATE

\* Delete whichever is not applicable

Issued by the Directorate of Elections

**Result slip in respect of total number of votes recorded at the election**

**\*CONSTITUENCY/LOCAL  
AUTHORITY AREA**

Name of political party/organization/association/candidate (in sequence of highest to lowest number of votes)	Number of Votes recorded
<b>TOTAL</b>	

**REJECTED BALLOT PAPERS**

**SIGNATURE OF RETURNING  
OFFICER**

**DATE**

\* Delete whichever is not applicable.

REPUBLIC OF NAMIBIA

REGIONAL COUNCIL ELECTION

ANNOUNCEMENT OF RESULT OF ELECTION (Section 90(2) of Electoral Act, 1992)

I, ....., the Returning Officer for the ..... constituency, having ascertained the result of the election for the said constituency in accordance with the provisions of the Electoral Act, 1992 (Act 24 of 1992), hereby make known -

- (a) that ..... ballot papers have been rejected
(b) that there have been recorded for -

Table with 3 columns: Full names of Candidate (in alphabetical sequence), Name of Party or an indication "Independent", Number of Votes. The table contains 8 rows, with the last row ending in a semicolon.

and (1) I therefore declare the afore-said ..... to be duly elected as a member of the Regional Council for the ..... Region in the ..... Constituency;

\*(ii) that as ..... and ..... have received an equal number of votes and the result of the election cannot by virtue thereof be determined, I hereby declare the election in question to be null and void, all proceedings relating to the election in the said constituency shall be commenced afresh in precisely the same manner as if a vacancy had occurred.

.....
SIGNATURE OF RETURNING OFFICER
\* Delete whichever is not applicable.

.....
DATE

**REPUBLIC OF NAMIBIA**

**LOCAL AUTHORITY COUNCIL ELECTION**

**ANNOUNCEMENT OF RESULT OF ELECTION IN CASE OF ELECTION TO BE HELD ON PARTY LISTS (Section 91 of Electoral Act, 1992)**

I,.....  
 the Returning Officer for the ..... local authority area, having ascertained the result of the election for the said area in accordance with the provisions of the Electoral Act, 1992 (Act 24 of 1992), hereby make known -

- (a) that ..... ballot papers have been rejected;
- (b) that ..... votes have been counted;  
 (total number of votes)
- (c) that there have been recorded for -

Full names of political party/organization/association (in alphabetical sequence)	Number of Votes

- (d) that the quota of votes per seat has been determined as .....;  
 [quota = total number of votes counted divided by number of members required to fill seats in the council in question]
- (e) that, after dividing the total number of votes recorded for each political party/organization/association by the said quota, the following result is obtained:

Name of political party/organization/association (in alphabetical sequence)	Number of seats allocated (even if none)	Surplus votes/ total votes
Total number of seats		

(f) that the undistributed \*seat is/seats are therefore, in sequence of the highest surplus votes or highest number of unallocated votes awarded to -

....., one seat; \*and

....., one seat; \*and

....., one seat; \*and

....., one seat; \*and

....., one seat;

\* Delete whichever is not applicable

(g) that the final number of seats to which each political party/organization/association is entitled is therefore as follows:

Number of political party/organization/association (in sequence of highest to lowest number of seats)	Number of seats as in (e)	Number of seats as in (f)	Final number of seats

\* excluding political party/organization/association not entitled to any seats and I therefore hereby declare -

No	Full names of candidate	Name of political party/organization/association
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

\* Delete the numbers not utilised

as members of the Local Authority Council of ..... to fill  
the seat or seats which have been awarded to the said \*political party/organiza-  
tion/association.

.....  
**SIGNATURE OF RETURNING OFFICER**

.....  
**DATE**

**Issued by the Directorate of Elections**



THIS IS THE ..... POLLING

STATION FOR THE \*CONSTITUENCY/LOCAL AUTHORITY AREA OF

.....

\* Delete whichever is not applicable

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**REPUBLIC OF NAMIBIA**

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**DIRECTORATE OF ELECTIONS**

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WINDHOEK

**APPOINTMENT OF COUNTING OFFICER**

In terms of section 51(4) of Electoral Act, 1991, I hereby appoint  
..... (full names)  
..... (residential address)  
..... (voter's registration number, if any) as counting officer for the place  
where the determination of the result of the poll for the election in respect of the  
..... (\*constituency/local authority area) takes place.

**Prof GKH Tötemeyer**  
**Director of Elections**

.....  
**Date**

If signing on behalf of the Director, state your -

Full names: .....

\* Designation: .....

\*Constituency/local authority area: .....

\* Delete whichever is not applicable.

**Issued by the Directorate of Elections**









AN ADAPTED EXTRACTREGULATION GOVERNING THE ADMINISTERING OF AN OATH OR AFFIRMATION

1. (a) An oath is administered by causing the deponent to utter the following words: "I swear that the contents of this declaration are true, so help me God".
- (b) An affirmation if administered by causing the deponent to utter the following words: "I truly affirm that the contents of this declaration are true".
2. (a) Before commissioner of oaths administers to any person the oath or affirmation prescribed by regulation 1 he/she shall ask the deponent:-
  - (i) whether he/she knows and understands the content of declaration;
  - (ii) whether he/she has any objection to taking the prescribed oath; and
  - (iii) whether he/she considers the prescribed oath to be binding on his/her conscience.
- (b) If the deponent acknowledges that he/she knows and understands the contents of the declaration and informs the commissioner of oaths that he/she does not have any objection to taking the oath and that he/she considers it to be binding on his/her conscience the commissioner of oaths shall administer the affirmation prescribed by regulation 1(a).
- (c) If the deponent acknowledges that he/she knows and understands the contents of the declaration but objects to taking the oath or informs the commissioner of oaths that he/she does not consider the oath to be binding on his/her conscience the commissioner of oaths shall administer the affirmation prescribed by regulation 1.
3. (a) The deponent shall sign the declaration in the presence of the commissioner of oaths.
- (b) If the deponent cannot write he/she shall in the presence of the commissioner of oaths affix his/her mark at the foot of the declaration: Provided that if the commissioner of oaths has any doubt as to the deponent's inability to write he/she shall require such inability to be certified at the foot of the declaration by some other trustworthy person.

4. (a) Below the deponent's signature or mark the commissioner of oaths shall certify that the deponent has acknowledged that he/she knows and understands the contents of the declaration and he/she shall state the manner, place and date of taking the declaration.
- (b) "(2) The commissioner of oaths shall -
  - (a) sign the declaration and print his/her full name and business address below his/her signature; and
  - (b) state his/her designation and the area for which he/she holds his/her appointment or the office held by him/her if he/she hold his/her appointment ex officio".
5. A commissioner of oaths shall not charge any fees for administering any oath or affirmation or attesting any declaration.
6. (a) A commissioner of oaths shall not administer an oath of affirmation relating to a matter in which he/she has interest.
- (b) Sub-regulation (a) shall not apply to an affidavit or a declaration mentioned in the Schedule.



**REPUBLIC OF NAMIBIA**  
**DIRECTORATE OF ELECTIONS**

**LIST OF BALLOT BOXES MARKED ELECTORAL MATERIAL, ISSUED WITH  
BALLOT PAPERS**

REGION: ..... CONSTITUENCY: .....

ELECTION POINT: .....

**REGIONAL BALLOT PAPERS**

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

**LOCAL AUTHORITY BALLOT PAPERS**

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

STRAPSEAL NO. ....

.....  
ISSUED:  
CHIEF: LOGISTICAL SERVICES

.....  
RECEIVED:  
POLICE OFFICER

**REPUBLIC OF NAMIBIA**

**DIRECTORATE OF ELECTIONS**

**ELECTIONS: REGIONAL AND LOCAL**

**NUMBERS OF BALLOT PAPERS RECEIVED**

**REGIONAL**

NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....

TOTAL RECEIVED: .....

**NUMBERS OF BALLOT PAPERS RECEIVED**

**LOCAL**

NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....
NO. ....	TO NO. ....

TOTAL RECEIVED: .....

**ISSUED BY:  
IN PRINT**

**RECEIVED BY:  
IN PRINT**

.....

.....

DATE: .....

DATE: .....

**REPUBLIC OF NAMIBIA**  
**REGIONAL COUNCIL ELECTIONS**

**TO: ELECTORAL COMMISSION**

**TERMINATION OF THE POLLING AS A RESULT OF THE DEATH OF DULY  
NOMINATED CANDIDATE (Section 65(2) of Electoral Act, 1992)**

In terms of section 65(2) of the Electoral Act, 1992, I hereby notify you that I have terminated the polling in the ..... (region) for the ..... (constituency) as a result of the death of ..... (surname) ..... (firstname(s)), who has died on ..... (date), and who was a duly nominated candidate for election in respect of the constituency in question.

.....  
SIGNATURE OF RETURNING OFFICER

.....  
DATE