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**ELECTION AGENTS**

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**Training Manual**



# HANDBOOK FOR ELECTION AND COUNTING AGENTS

## Foreword

Welcome to the Team!

You have been chosen to represent your Political Party or Candidate at the polls on Election Day. As a Party Agent, you will be the official representative of your Political Party or Candidate at the polling station. Your job as a Party/Candidate Agent will be to observe and record the voting process on behalf of your party or candidate, question irregular activities in the polling station and to verify the results of the vote count. This booklet is meant to help you perform your duties as a Party/Candidate Agent.

May I reiterate that the mission of the Electoral Commission before the people of Namibia and the world is to deliver free, fair and credible elections managed in a transparent and participatory manner to strengthen democracy. This can only be realized if we all work as a team and ready to achieve our common goal.

On behalf of the National Electoral Commission, I want to wish everyone success in the preparation and conduct of the election.

Yours in free and fair elections

Peter Shaama  
**Chief Electoral & Referenda Officer**  
Electoral Commission of Namibia

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## **CHAPTER ONE**

### **1. INTRODUCTION**

#### **1.1. Why do we have Elections?**

The Universal Declaration of Human Rights says that governments receive the authority to rule from its citizens. Elections are held to allow citizens to choose who will govern them. Citizens should vote in secret, without fear of violence and intimidation.

#### **1.2. Who conducts Elections?**

1.2.1 Article 94B of the Namibian Constitution establishes the Electoral Commission of Namibia (ECN), which shall be:

- The exclusive body to direct, supervise, manage and control the conduct of elections and referenda, subject to the Constitution and an Act of Parliament which further defines its powers, functions and duties;
- An independent, transparent and impartial body.

1.2.2 In terms of Sections 4(2) of the Electoral Act emanating from the Constitutional Mandate, the ECN has statutory mandate, which is read together with various pieces of legislation including the Regional Councils Act (Act No.22 of 1992) as amended, and Local Authorities Act (Act 23 of 1992) as amended to:

- (a) Organize, direct, supervise, manage, and control the conduct of elections and referenda in a free, fair, independent, credible, transparent, and impartial manner.
- (b) Strengthen constitutional democracy.
- (c) Promote democratic electoral and referenda processes.

#### **1.3. Presidential Election**

1.3.1 Presidential election to take place on a date earlier than five months and not later than three months prior to date on which the term of office of the President expires as contemplated in Article 29 (1)(a) of the Namibian Constitution; or

1.3.2 If a casual vacancy occurs in the office of the President and any vacancy which so occurred is, by virtue of Article 29(4) of the Namibian Constitution required to be filled by election, a by-election must take place on a date determined within the period referred to in that Article.

## 1.4. National Assembly election

1.4.1 National Assembly election to take place on a date earlier than five months and not later than three months prior to date on which the term of office of members expires as contemplated in Article 50 of the Namibian Constitution; or

1.4.2 In the event of the dissolution of the National Assembly as contemplated in Article 57(2) read with Article 50 of the Namibian Constitution, on the date within the period required by Article 57(2) of the Namibian Constitution.

## 1.5. Polling stations

1.5.1 *There are two (2) types of polling stations, established in constituency in accordance with Section 89(1) of the Electoral Act, under the general supervision of the Presiding Officer, namely:*

(a) **Fixed Polling Stations** - are established by the Commission at convenient places for voters within a constituency taking into account, *among others*, geographic and topographic nature of the areas, distances to be travelled, population density and vastness of the areas.

(b) **Mobile Polling Stations** - are established for the benefit of voters in sparsely or remotely populated areas, or for the purpose to serve voters confined to certain areas, e.g. hospitals, prisons or old age homes where voters find it difficult to go to the fixed polling stations to exercise their right to vote.

1.5.2 *A mobile polling station may vary slightly from that of a fixed polling station, but the voting procedure is the same in both cases.*

1.5.2.1 An inevitable feature of a **mobile polling station** is that; it **must move from one polling station to another**. Before a mobile polling team leaves one venue for the next, the Presiding Officer shall:

(a) *close and seal the aperture of any ballot box in use at such mobile polling station of exit;*

(b) *re-open the aperture on the ballot box, upon arrival at the new venue; and*

(c) *keep a record of all seals used by him or her and the purpose for which such seals has been used (FORM 35).*

**NB:** The re-opening must be done in the presence of Election Agents (if present), who shall be permitted to affix their seals if they wish to do so.

### **1.5.3 Operating Hours of Polling Stations**

1.5.3.1 On Election Day, the official hours of operation of polling stations inside Namibia are from 07h00AM - 21h00PM.

1.5.3.2 A Presiding Officer is required to close the polling station at the closing time as required by law. Any voter present in the queue at closing time is permitted to vote. After 21h00 the Presiding Officer must instruct the police officer to stand at the end of the queue to prevent late comers from voting and to keep order

### **1.6 Who should be in a polling station?**

1.6.1 In addition to the Presiding Officer, other persons authorized to enter the polling station in accordance with Section 94(1) of the Electoral Act, *are*:

- (i) a member of the Electoral Commission,
- (ii) the Chief Electoral Officer (CEO),
- (iii) the Returning Officer for the Constituency,
- (iv) any Election Agents authorized to attend at the polling station,
- (v) any person appointed by an accredited observer, **presenting an Observer Identification Badge**,
- (vi) any polling officer on duty,
- (vii) any police officer on duty,
- (viii) any other person including a staff member of ECN, authorized in writing by the CEO (**Elect 12**).

### **1.7 Counting Venue**

1.7.1 Counting of votes takes place at each polling station where the ballots are cast. After the close of the poll at 21h00PM, each polling station becomes a counting venue.

1.7.2 The counting of ballot papers is the final process in the election activities from which the results of elections are derived.

1.7.3 The polling officers will be appointed as the counting officers for the counting process. The Presiding Officer is in charge of the counting.

1.7.4 Election agents and accredited observers are allowed to witness the proceedings.

### **1.8 Collation Centre**

1.8.1 A collation centre is a location established by the Commission in a constituency where all the results from the polling stations are brought for the purpose of adding up and declaring election results in that constituency;

## 1.9 Complaints

1.9.1 On Election Day, your job as a party/candidate agent is to observe the voting and counting processes and record what happens on the forms/not books provided to you by your party/candidate. If you see or observe something happening that is in violation of the ECN electoral procedures and regulations you are allowed to bring this issue to the attention of the Presiding Officer. The **Presiding Officer** shall keep an **Occurrence Book** (Polling Station Diary) in which he or she record the exact time when the polling station was opened, plus any unusual event or any difficulties, which he or she experienced during polling. The Occurrence Book shall be displayed at one of the tables at a Polling Station or Collation Centre for access by any person; being *a voter, polling officer, observer or election agent*, who wants to register any complaint, incident or event of such occurrence.

1.9.2 These are the appropriate steps you should take when lodging an official complaint:

- (i) If you see or observe a violation taking place, you should calmly and respectfully raise the issue with the Presiding Officer immediately. You are able to do this either in writing or verbally. He/she should respond immediately to your concern.
- (ii) Presiding Officers have an Occurrence Book (OB) for recording complaints and how they responded to them. Make sure that the issue you raised is recorded either by yourself or the Presiding Officer in the OB and that you sign your name next to the entry.
- (iii) If you are not satisfied with the Presiding Officer's response to your concern, you are allowed to bring the issue in writing or verbally to the Returning Officer. He/she should also record your complaint in the OB, which you should sign.
- (iv) If the violation was minor and if it was addressed quickly by the Presiding Officer or Returning Officer, you should make a note of the incident on the voting process form or note book you are given by your political party or candidate.
- (v) If you are still not satisfied with the response by the Presiding Officer and Returning Officer, you should approach your political party/candidate to take up the matter with the Chief Electoral and Referenda Officer.

## CHAPTER TWO

### 2 ELECTION AGENTS

#### 2.1 Election & Counting Agent

- (a) During elections, a political party/candidate is allowed to appoint a representative, known as an Election Agent, to each polling station in the constituency. This person may also serve as a counting agent to observe counting of votes at the respective polling station. On the day of the election, a candidate cannot be present at all the polling stations in the constituency at the same time to ascertain whether the election is going on well. For this reason, each candidate is permitted to appoint in writing a representative, referred to as Election/Counting Agent to be present at each polling/counting venue on his/her behalf. Only two agents per party/candidate will be admitted to a polling station at any one time. However, a candidate may appoint more than one agent to take turns at a polling station. Every party/candidate must submit the names of his/her agents and their stations to the Chief Electoral Officer/Returning Officer not later than 15 days after the nomination day for the election or the later day as the Chief Electoral Officer in a particular case may allow. An election/counting agent must carry an appointment letter (ELECT 15), issued by his/her political party/candidate.
- (b) Only election agents, who have taken an oath of secrecy or affirmation, are entitled to observe the activities at the polling/counting venue in question as representatives of their respective political parties/organizations or candidates.

#### 2.2 Appointment of Election and Counting Agents

- (a) No person shall be appointed or act as an Election or Counting Agent (Section 66(2) of the Electoral Act) if she/he is:
- (i) **a candidate for the election in question;**
  - (ii) **has not attained the age of 18 years; or**
  - (iii) **not a Namibian citizen.**



## **2.3 The Importance of Election Agents**

2.3.1 The Electoral Commission of Namibia (ECN) attaches great importance to the work of the Election/Counting Agents, because they act as watchdogs of the electoral process. If they do their work well, they can enhance the credibility of an election by helping to detect:

- (i) Person(s) who pretend to be someone else in order to vote in that person's name, (Impersonation);
- (ii) Person(s) who attempts to vote more than once, (Multiple Voting);
- (iii) Person(s) who try to tamper with the contents of a ballot box;
- (iv) Polling staff that do not follow the laid down procedures, or misconduct themselves, amongst others.

These person(s) commits an offence and on conviction is liable to a fine or to imprisonment or both such fine and such imprisonment as provided for in terms of the Electoral Act.

2.3.2 Party/Candidates Agents enhance the acceptability of the overall election results by certifying the results of their various polling stations. This is done by appending their signatures to the provisional results.

## **2.4 ELECTION AGENTS DURING POLLING, *shall:***

- (a) Observe whether the election materials arrive safely and under police escort.
- (b) Observe whether all the ballot boxes are empty before been used for the first time at the polling station.
- (c) Observe whether ballot boxes are well closed and sealed before voting starts and whether ballot papers are cast in the correct ballot boxes.
- (d) At the commencement of the voting process, observe whether the election officials are checking the voters' fingers to ensure they have not been previously marked.
- (e) Observe whether election officials examine data on voters' registration cards to confirm the eligibility and identity of the prospective voter.
- (f) Check whether the election officials are marking the fingers of the voters with the indelible ink and/or visible ink.

- (g) Check whether the election official issuing the ballot paper is giving correct instruction and that he/she demonstrates the correct way to fold the ballot paper to each voter.
- (h) Check whether the voters cast ballot papers into the correct ballot box (es).
- (i) Observe that eligible voters are voting in secrecy, i.e. no other person is entering the voting compartment while a voter is marking his/her vote except in the case where a voter has requested for assistance.
- (j) Observe whether all ballot boxes are visibly displayed at a place where they can be seen throughout the voting process.
- (k) Check whether the voters are folding their ballot papers as demonstrated.
- (l) Check how those who need/request for assistance are accorded the necessary assistance by the presiding officer.
- (m) Check whether all the voting procedures are followed and that there are no irregularities.
- (n) Check that all ballot boxes with ballot papers are visibly displayed during the voting process, and that no one tampers with such boxes at all times.

## **2.5 ELECTION AGENTS AT THE CLOSING OF POLLS, SHOULD DO THE FOLLOWING:**

- (a) Observe that all ballot boxes are properly sealed.
- (b) When possible, put their seals on the ballot boxes.
- (c) Observe whether adequate steps are being taken to ensure that all ballot boxes are safely transported to the Collation Centre (under strict police and presiding officer escort and supervision). Election agents are entitled to accompany the escort to the collation centre, in their own transport at their own cost.
- (d) Check whether the ballot boxes are properly sealed on arrival at the Collation Centre.

## **2.6 The qualities of a good Agent**

To be able to operate on Polling Day, the Party/Candidate agent must not only have confidence and trust of the candidate who appoints him/her. Additionally, s/he must preferably:

- (a) Be familiar with basic election rules and regulations relating to activities at the polling station.
- (b) Be knowledgeable about the duties of the election officials.

- (c) Be willing to collaborate with election officials to deliver a transparent, accountable, peaceful, credible, free and fair election.
- (d) Have a minimum level of education to be able to discern issues and sign documents at the station.

### **2.6.1 Powers of party agent or counting agent**

A counting agent is entitled to represent the registered political party or registered organisation or a candidate who has appointed him/her, at any place where the determination of the result of the poll for the election occurs.

An election agent may –

- (a) Observe the printing of ballot papers, whether inside or outside of Namibia;
- (b) Ascertain the number of ballot papers printed and received;
- (c) Accompany any election material to polling stations;
- (d) Observe the opening and sealing of ballot boxes;
- (e) Accompany mobile polling teams to their destinations;
- (f) Observe that correct procedures are followed during the voting and counting process in elections; and
- (g) Report any irregularities observed to the presiding officer or the returning officer concerned.

### **2.6.2 Duties of election or counting agent**

An election agent or counting agent must –

- (a) Abide by the Namibian Constitution and other Namibian laws;
- (b) Contribute to the legitimization of the electoral process and its outcome;
- (c) Sign the Code of Conduct for Election Agents and Counting Agents at each polling station and collation centre in the presence of the presiding officer or the returning officer concerned;
- (d) Obey every lawful instruction of a presiding officer;
- (e) Conduct himself or herself in a manner conducive to the peaceful, dignified and orderly conduct of the poll; and
- (f) Accompany, at the cost of the registered political party or registered organisation or candidate concerned, the presiding officer and the ballot boxes if any, to the collation centre and may only be relieved of their duty once they have signed the relevant result sheet.

### 2.6.3 Responsibilities of an election agent or a counting agent

An election agent or a counting agent may not –

- (a) Leave a polling station until all votes have been counted and they have signed the result sheet before the results are announced;
- (b) Hinder or obstruct any staff member of the Commission in the lawful conduct of his or her functions;
- (c) Within a polling station, constituency centre or mobile polling station, canvass votes for any candidate or political party on polling day;
- (d) Obstruct or accost any voter at a polling station or on his/her way to a polling station or from a polling station or interview any voter at a polling station; or
- (e) Do anything which compromises the secrecy of the ballot.

#### 2.6.3.1 Other duties/responsibilities of a Party/Candidate agent.

As a Party/Candidate Agent, you are expected to:

- (a) Arrive at the polling station in time to observe the preparations before voting begins. Note that the Presiding Officer will go about his/her duties, whether you are present or not.
- (b) Place a seal of his/her political party/candidate on a ballot box, packet or any item required by law to be sealed.
- (c) If ballot boxes, packets or anything sealed are to be opened, Election Agents are entitled to inspect such seals.
- (d) Respect the rights of voters at all times, including:
  - i. The right to peaceful and orderly conduct of the election
  - ii. The right to make one's own choice
  - iii. The right to cast a secret ballot
- (e) Call the attention of the Presiding Officer to anything that you consider to be irregular, and if necessary, record any irregularity in the Occurrence Book (OB).
- (f) Pay close attention to the ballots that are rejected. A ballot paper should not be counted only if:
  - i. **Which does not bear the Official (ECN) secret mark;**
  - ii. **Which records more than one mark or voting for more than one Party/Candidate;**
  - iii. **Which contains any writing or mark which reveals the identity of the voter;**

- iv. **Marked such that where one** cannot with certainty determine for which political party / candidate **the ballot was marked for; or**
  - v. **Which is unmarked;**
- (g) Pay close attention to the ballot papers that a presiding officer should count which include any ballot paper which a mark clearly indicates the voters' choice / intention. The mark may be within the 90% of any blocks provided for a Political party/organization or Candidate, i.e. marked on the
- (i) Surname or Name of Candidate;
  - (ii) Name of Political Party/Organization; Abbreviated Name of the Political Party/Organization;
  - (iii) Symbol of the political party/organization; or
  - (iv) On the photo of the candidate or head of the political party, but not at the back of the ballot paper,
- (h) Closely observe the counting of the votes, making sure that each ballot is counted in favour of the party/candidate for whom it was cast.
- (i) Ask for a recount, if you genuinely think the votes have not been counted correctly. Note however, that the votes cast at any polling station may be recounted there only once.
- (j) Sign the Polling Station Result Form and the Polling Centre Return Sheet making sure that the total number of votes obtained by your party/candidate as well as the other parties/candidates have been properly recorded. If you refuse to sign the results, you must give reasons in writing for failing to do so to the Presiding Officer. Otherwise, remember that your failure to sign will not necessarily invalidate the results. Once you have signed the copies of the results, and the results are posted at the polling station, the votes will not be counted again anywhere.

#### **2.6.3.2 Party/Candidate agents should also avoid the following:**

- (a) Do not wear any attire/political party regalia or take anything whatsoever to the polling station that identifies your candidate or party.
- (b) Do not take part in the actual administration of the election, including the counting of the votes after the poll has closed.

- (c) Do not inspect the ID cards of the person who are in the queue to vote.
- (d) Do not directly confront any person in the polling station. If you have an objection to make against any person in relation to the election, tell the Presiding Officer.
- (e) Do not assist a voter who needs help to vote.
- (f) Do not give orders to the election staff, or in any way interfere with or disrupt their work.
- (g) Do not try to find out how someone is going to vote or has voted.
- (h) Do not handle any election material without the permission of the Presiding Officer.
- (i) Do not try to supervise the work of the polling staff.

***Note: The Presiding Officer is the person in charge of the polling station, and he has the final say on any matter concerning the poll, except where an appeal to a higher authority is permitted.***

## **2.7 FUNCTIONS OF POLLING STATION PERSONNEL**

### **2.7.1 PRESIDING OFFICER**

The Presiding Officer is the most senior officer at the polling station, and he or she must ensure the smooth functioning of the polling station.

### **2.7.2 Duties and responsibilities of the Presiding Officer**

- (a) He or she is answerable to the Returning Officer in the constituency; and
- (b) all persons present at the polling station, including polling officers, election agents, police officers, observers, and the media shall be under the supervision and control of the presiding officer, and shall comply with his/her instructions;
- (c) He or she must **receive election materials and thereafter be accountable for all election equipment and materials** from the Returning Officer; *and therefore*
- (d) shall ensure that election equipment is properly handled and only dealt with in accordance with the law and practice;
- (e) shall see to it that **ballot boxes and ballot papers are secured** during the polling, *(properly sealed and visible at all time)*;
- (f) He or she shall ensure that all election officials **and election agents have taken an oath of secrecy (Elect 3(a) before entering the polling station.**
- (g) shall take steps, together with all other election officers and agents, to ensure that the **secrecy of the poll is observed and maintained** throughout the period of voting;
- (h) He or she must regulate and control the number of voters permitted into the polling Station;
- (i) is empowered to order any person who fails to comply with his or her instructions to leave the polling station, except for persons referred to in section 94(1)(c);
- (j) He/she may allow television and other media to cover the polling but only with the prior written approval/authorization of the Chief Electoral and Referenda Officer, or Returning Officer.

**NB:** *Under no circumstances must photographs be taken or surveys made in such a way that compromises the secrecy of (the ballot) a voter or polling station in general;*

- (k) He or she must **stamp every ballot paper in a ballot book on the reverse side with the official (secret) mark** before such ballot paper book is handed to the ballot paper issuer;
- (l) shall ensure that the elderly, pregnant women and people with disability are **given special preference**.
- (m) shall **prepare a return (Form 36)** in which he or she must account for the ballot papers delivered to him/her and deliver such return to the Returning Officer after the close of the poll along with the sealed ballot boxes and packages from his or her polling station; *and*
- (n) shall deliver the sealed ballot boxes and other packets, under police escort, to the Returning Officer after the closure of the polling station in accordance with the law;

## **2.8 VOTING PROCEDURE AND POLLING OFFICERS DUTIES**

*The functions and duties of polling officers are categorized as follows:*

### **STEP 1 - Table 1:**

#### **ULTRA VIOLET LIGHT AND VOTER VERIFICATION OFFICER, shall;**

- (i) **verify the validity of voters' card;**
- (ii) screen the potential voter's hands/fingers for any traces of invisible and indelible ink;
- (iii) *allow the voter to proceed to table two for voter verification.*
- (iv) verify that the **identity of the voter** is not questionable; the voter on instruction of the polling officer should either temporarily lower or take off his/her mask for clear identification (*if wearing a mask*);
- (v) verify that the voter is **eligible to vote in that constituency**; and
- (vi) record on the electronic voters' verification **or rule over (or against)** the name of the voter from the manual voters' register. The voter registration card shall be returned to the voter who shall then be directed to the Inker.

### **STEP 2 - Table 2:**

#### ***INKER, shall***

- (i) Spray invisible ink on voters' fingertips (for both hands);
- (ii) Apply indelible ink to the left thumb of voter, at the tip where the fingernail **meets the cuticle, or any other applicable finger if the voter has no left thumb;**
- (iii) **Each end of an earbud shall be used per voter** (*safely dispose of all used earbuds*).





### **STEP 3 - Table 3:**

#### **BALLOT PAPER ISSUER (Presidential ballot), shall**

- (i) Determine the authenticity of the voters' card;
- (ii) **Enter the VOTER REGISTRATION NUMBER of the Voter on the counterfoil of the ballot paper book;**
- (iii) **Check to ensure that the official (secret) mark is visible on the back of the ballot paper before tearing the ballot paper from the counterfoil;**
- (iv) **Tear the ballot paper from the counterfoil along the perforated line (AVOID tearing the counterfoil out of the ballot paper book when detaching the ballot paper);**
- (v) **fold the ballot paper and demonstrate to the voter how the ballot paper should be folded after being marked;**
- (vi) **Hand the ballot paper to the voter and direct him/her to the voting (polling) booth to mark his/her ballot in secret.**

### **STEP 4 – (POLLING BOOTH)**

#### **POLLING BOOTH**

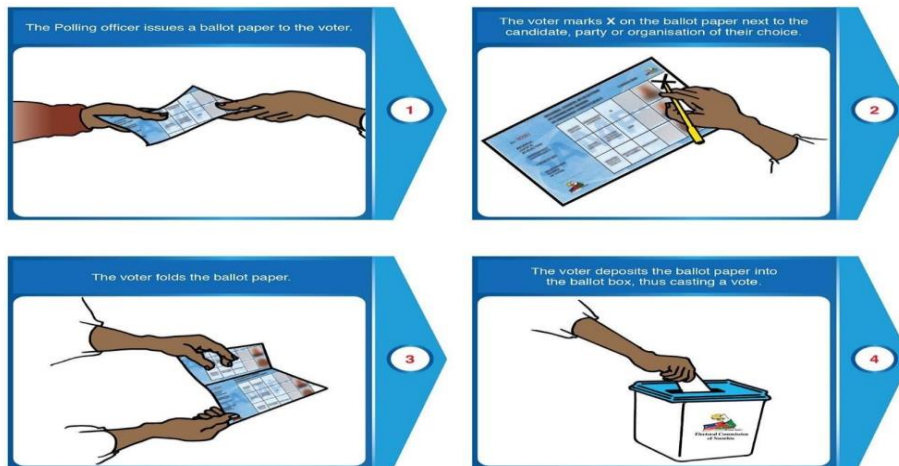
The Voter must proceed to the polling booth and mark the ballot paper in secret. He/she shall then fold the ballot paper as explained by the ballot paper issuer (*refer to illustration below*), in such a way that the official (secret) mark at the back of the ballot paper could be seen. The voter should then leave the polling booth.

### **STEP 5 - Table 4:**

#### **BALLOT PAPER ISSUER (National assembly ballot), shall**

- (i) Determine the authenticity of the voters' card;
- (ii) **Enter the VOTER REGISTRATION NUMBER of the Voter on the counterfoil of the ballot paper book;**
- (iii) **Check to ensure that the official (secret) mark is visible on the back of the ballot paper before tearing the ballot paper from the counterfoil;**
- (iv) **Tear the ballot paper from the counterfoil along the perforated line (AVOID tearing the counterfoil out of the ballot paper book when detaching the ballot paper);**
- (v) **fold the ballot paper and demonstrate to the voter how the ballot paper should be folded after being marked;**
- (vi) **Hand the ballot paper to the voter and direct him/her to the voting (polling) booth to mark his/her ballot in secret.**

## HOW TO VOTE USING A BALLOT PAPER



**GO VOTE, YOUR VOTE COUNTS!**

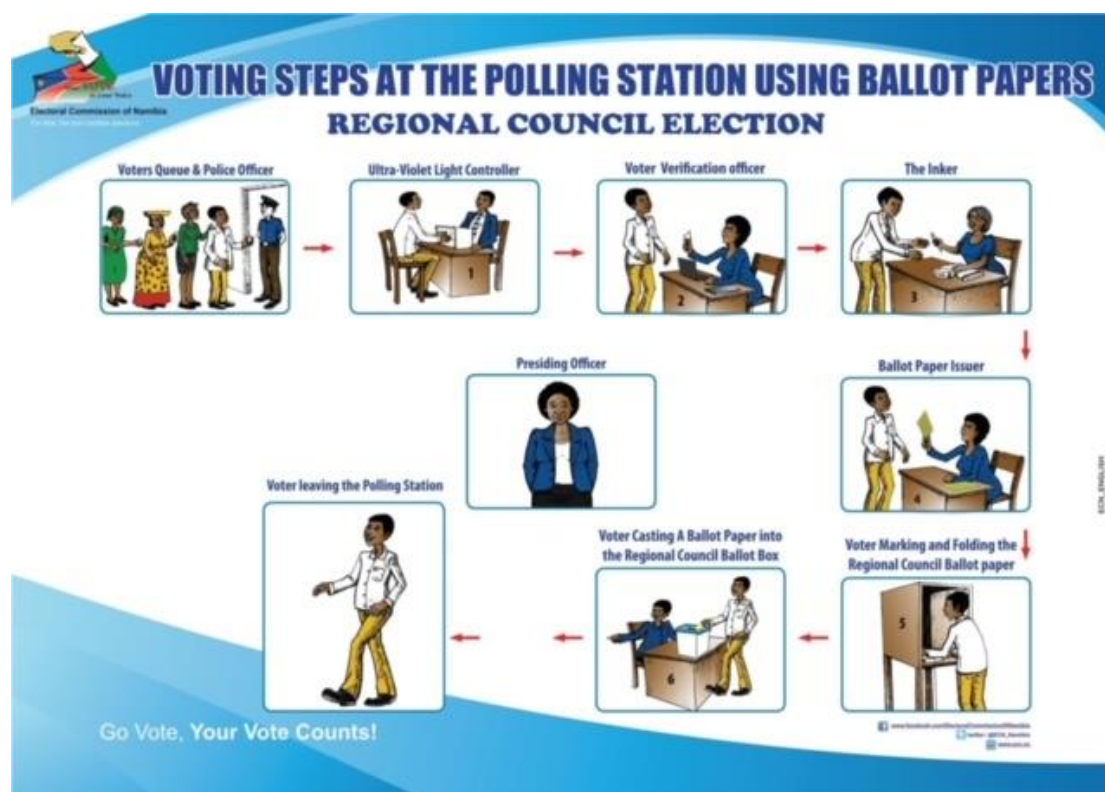
Figure 1: How to vote using a Ballot Paper

### STEP 6

The voter should show the reverse side of his/her marked and folded ballot paper to the Ballot Box Controller/Presiding Officer, so that it can be ascertained that the ballot paper is stamped at the back with the official (secret) mark.

**After casting his/her ballot, the voter must leave the polling venue without delay.**

Figure 2: Voting Steps



*(Insert voting steps for Presidential and National Assembly Elections steps)*

## 2.9 POLICE OFFICER

- (a) The Police Officer will be responsible for a number of tasks at the polling stations before, during and after voting, as well as during counting. Presiding Officers must ensure that the tasks as outlined hereunder are properly carried out by the Police Officers on duty. If the Presiding Officer is not satisfied that the police officer is performing his or her duties properly, the situation must be reported to the Returning Officer with immediate effect. If necessary, the situation must be reported to the CEO for appropriate remedial action.
- (b) The main duties of the Police Officer appointed for election duties are:
  - (i) oversee security at the polling stations prior to voting,
  - (ii) oversee security at the polling stations during voting and at the end of the polling day,

- (iii) ensure that no political activities are conducted within 500m radius of the polling station;
- (iv) remove unruly persons from the polling stations at the request of the Presiding Officer;
- (v) oversee security of ballot boxes containing ballot papers at all times;
- (vi) He or she shall be responsible for escorting all used and unused election materials from polling and counting stations to collation centres or any point for safe-keeping as directed, *and*
- (vii) maintain law and order during counting.

**A Police Officer may refuse any voter, who intends to cast his/her vote, permission to enter the polling station if he or she is instructed to do so by the Presiding Officer.**

## **2.10 OBSERVERS**

- (a) Election Observers are persons who have been accredited by the Commission to enter and observe polling at the polling/counting/verification stations. An Observer may represent a local / foreign organization or country.
- (b) The Observer, as the name implies, observes the proceedings at the polling station. He or she shall not give instructions or interfere with the voting process in any way. Observers should be treated with courtesy and respect, but Presiding Officers must always remain in control of their polling stations.

- ✓ **An Observer may only enter a polling station after he/she present his/her accreditation document Accreditation ID Card/Tag/Badge or Elect 12 from the Commission to the Presiding Officer;**
- ✓ **Presiding Officers are permitted to allow a minimum number of Observers to enter the polling station at a time, in order to maintain order and avoid overcrowding or disturbance of the voting process.**

## 2.11 MEDIA

- (a) Media representatives may visit polling stations on Election Day for a reasonable and limited period of time for the purpose of filming or photographing inside the polling station subject to Section 89 (13) of the Electoral Act. Media representatives must not be disruptive to the voting process, voters or election officials.
- i. Upon arrival at the polling station, members of the media should make their presence known to the presiding officer;
  - ii. A journalist or reporter may only enter a polling station after he/she has presented his/her media accreditation and/or the Elect 12 from the Commission to the Presiding Officer.
  - iii. While voting is under way, the media may capture photos or video footage inside the polling station, **as long as they do not impede on voters or compromise the secrecy of the vote or enter the polling booth while a voter cast his/her vote.**
  - iv. The presiding officer is allowed to comment on questions posed by the media about the polling venue, whether the polling station opened on time, how the voting process is progressing at polling station and voter turnout only. In-depth questions on the electoral process must be referred to the spokesperson of the ECN.
  - v. Interviews with Presiding Officers should be done outside the polling venue so that it does not disrupt the election process inside.

## **CHAPTER THREE**

### **3 SPECIAL PROCEDURES**

*Kindly take note of the following situations, which are not routine, but may arise at a polling station.*

#### **3.1 WHEN INDELIBLE OR VISIBLE ELECTORAL INK IS FOUND ON VOTER'S FINGER:**

The Presiding Officer shall allow every Election Agent present to observe the indelible/visible ink on the voter's finger and must **NOT** allow him/her to vote. The Presiding Officer shall complete **Elect 15** to the effect that he/she was prohibited from voting.

#### **3.2 IF A VOTER REFUSES TO ALLOW THE INDELIBLE OR VISIBLE INK TO BE APPLIED TO HIS/HER FINGERS.**

*The voter must **NOT** be issued with a ballot paper.*

#### **3.3 IF A VOTER SUFFERS FROM A PHYSICAL DEFECT WHICH MAKES IT IMPOSSIBLE TO APPLY THE INK (e.g. voter with no hands)**

Record the Voter's Registration Card Number in the **OCCURRENCE BOOK** and the reason why he/she could not be inked. Draw the matter to the attention of the Election Agents present and **ALLOW** the voter to complete the normal voting procedure and vote.

#### **3.4 A VOTER NEEDS ASSISTANCE IN VOTING DUE TO BLINDNESS/DISABILITY**

A voter in this category may be assisted by a friend or relative who is 18 years and older. In the event that the voter is not accompanied by a relative or friend the voter may request the Presiding Officer to assist him or her to vote. The Presiding Officer shall **NOT** interfere with the choice of such a voter or with exercising his/her franchise.

#### **3.5 IF A VOTER SPOILS HIS/HER BALLOT PAPER**

**The Voter must return the spoiled ballot paper to the Presiding Officer, who must -**

- (a) give the voter another ballot paper,*
- (b) retain the spoiled ballot paper which he/she shall immediately cancel and endorse with the word "**SPOILT**" diagonally inside the ballot paper, and*
- (c) forthwith record on the counterfoil of the ballot paper book the fact that it has been cancelled.*

- (d) *The Presiding Officer shall then place the cancelled ballot paper into the **SPOILT BALLOT PAPER ENVELOPE. DO NOT PLACE ANY UNUSED BALLOT PAPER(S) WITH SPOILED BALLOT PAPERS.***

### **3.6 IF A BALLOT BOX BECOMES FULL WITH BALLOT PAPERS DURING THE POLLING PERIOD**

Use an additional ballot box after making it available for inspection by Election Agents. The ballot box must then be closed and sealed, in a prescribed manner, before voters cast in their votes. Place the USED BALLOT BOX at such a position that it can be seen by all in the polling station.

### **3.7 IF A PUBLIC RIOT OR VIOLENCE OR ANY OTHER EMERGENCY SITUATION ARISES AT A POLLING STATION WHICH INTERFERES WITH THE VOTING PROCESS TO THE EXTENT THAT THE OBJECTIVE OF THE ELECTORAL ACT CANNOT BE ACHIEVED**

The Presiding Officer shall forthwith discontinue the taking of the poll and shall inform the Chief Electoral and Referenda Officer through the Returning Officer, accordingly. He/she should ensure the safety and security of all sensitive election materials with the assistance of polling officers and police officers.

### **3.8 USE OF MOBILE PHONES IN POLLING STATIONS**

- a) No electronic, whether digital, communication or recording device or any other device capable of capturing, storing and communicating visuals, audio, text and or other data, except electronic, digital or similar equipment used by ECN, may be taken into a polling station by any person, except a police officer, a presiding officer, the Chief Electoral Officer and Members of the Commission.
- b) All devices of polling officers, political party election/counting agents or representatives should be handed over to the presiding officer or police officer and kept in a box at the polling station. Any polling officer, political party agent or representative may request if needed the presiding officer or police officer for his or her mobile device and may only make calls outside of the polling station.
- c) All media houses accredited by the Commission will be allowed access to the polling station, but may only record visuals in such a way that the secrecy of the ballot is not compromised.

## **CHAPTER FOUR**

### **4 CLOSING OF THE POLL (STATION)**

**4.1 Polling closes at 21h00 (PM) on polling day.** The Presiding Officer, however, shall permit every voter who is in the queue (whether inside or outside) to cast his/her vote. This includes voters who are outside the polling station but within the demarcated area as part of the polling station - **ONLY** after all the voters at the polling station at the appointed hour for closing the poll have voted, shall the Presiding Officer formally declare the poll as closed. **HE OR SHE SHALL NOT, THEREAFTER PERMIT ANYONE TO VOTE UNDER ANY CIRCUMSTANCES.**

**NB: Immediately after 21h00 (PM), a police officer may be assigned to stand at the end of the queue.**

**4.2 At the close of the polls** - *the Presiding Officer assisted by polling officials should do the following:*

- (a) Seal the aperture of the ballot box in use so that nothing could be inserted into such ballot box; then
- (b) *Complete a return in which he/she accounts for the number of ballot papers entrusted to him/her* **FORM 36**. Election/counting agents should verify the correctness and sign the Elect 16. Remember that your failure to sign will not necessarily invalidate the results.

### **4.3 COUNTING METHOD**

#### **4.3.1 INSTRUCTIONS AND PROCEDURES ON COUNTING**

**At the Counting Venue:**

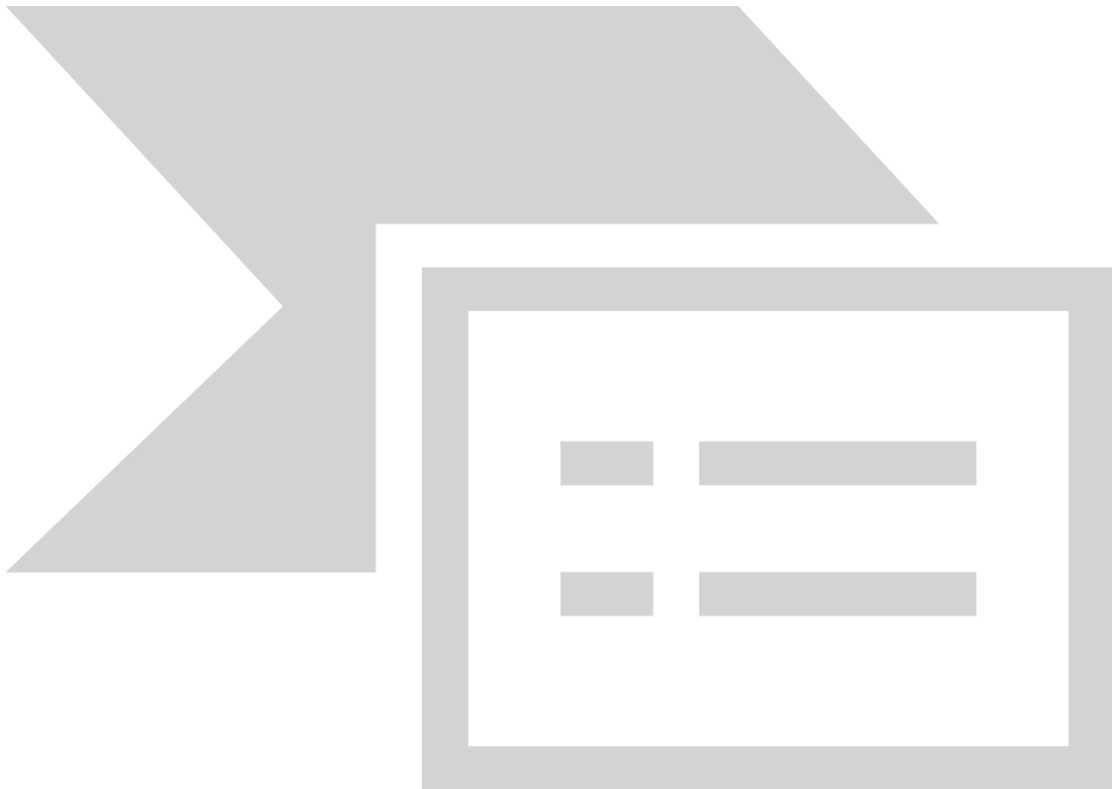
- (a) Counting of ballots shall commence immediately after the close of the poll at the polling station,
- (b) Presiding Officers shall ensure that the names of the parties' / independent candidates Counting Agents were submitted to him/her before counting commences.
- (c) Presiding Officer shall count the ballots assisted by Counting Officers.



- (d) Presiding Officers shall display to all present the ballot boxes, both with used and unused ballot papers; *and*
- (e) Allow election agents to examine clip seal numbers before the opening of the ballot boxes.

**4.3.2 The following counting procedure shall be followed:**

- 4.3.2.1 The Presiding Officer shall **empty a ballot box** with used ballot papers on a table;
  - 4.3.2.2 Unfold and turn each ballot upside down and **check for secret mark** at the back of ballot papers;
  - 4.3.2.3 Ballot papers without a secret mark shall be **REJECTED** ballot papers; and shown to the audience. Presiding officers shall put such ballots aside and they shall not be counted as valid votes;
  - 4.3.2.4 Turn ballots face up;
  - 4.3.2.5 Sort out and separate ballot votes according to Candidates / Political party;
  - 4.3.2.6 Count and allocate votes to candidates / parties separately in heaps of 10/20 ballot papers,
- 4.3.3 The Presiding Officer shall **REJECT** any ballot paper [*Section 126(3)*]:
- (i) **Which does not bear the** Official (ECN) secret mark;
  - (ii) **Which records** more than one mark **or voting for more than one Party/Candidate;**
  - (iii) **Which contains any** writing or mark which reveals the identity of the voter;
  - (iv) **Marked such that where one** cannot with certainty determine for which political party / candidate **the ballot was marked for; or**
  - (v) **Which is** unmarked;



**Figure 3: Example of rejected ballot paper – front**



**Figure 4: Example of rejected ballot paper – back**

**NB: The Presiding Officer shall endorse the ballot with the word “REJECTED” across the ballot paper face (front).**

**NB: The Presiding Officer shall count any ballot paper on which a mark clearly indicates the voters’ choice / intention. The mark may be within the 90% of any blocks provided for a Political party/organization or Candidate, i.e. marked on the**

- (v) Surname or Name of Candidate;
- (vi) Name of Political Party/Organization; Abbreviated Name of the Political Party/Organization;
- (vii) Symbol of the political party/organization; or
- (viii) On the photo of the candidate or head of the political party,

but not at the back of the ballot paper,

**NB: The Presiding Officer shall, firstly manually verify the counterfoils or unused ballot papers, before considering a re-count of votes of each ballot box if it does not tally with the Elect 16 Form.**

✓ **Total ballot papers received should be EQUAL to ballot papers used (in box) + ballot papers not used + ballot papers spoilt.**

4.3.4 Upon completion of counting of votes & completion of results forms, the Presiding Officer **MUST** –

- (a) Announce the result of the count **FORM 37** and
- (b) Post a copy of the results (**FORM 37**) at the polling station;
- (c) **FORM 37** is to be completed in duplicate, one copy posted outside the polling station, and the second copy to be delivered to the Returning Officer at the Collation Centre.

4.3.5 **FORM 36 and FORM 37**, completed by the Presiding Officer **MUST** be handed to the Returning Officer at the collation centre. All other forms **MUST** be put in a separate envelope/s and submitted to the Returning Officer for check and balances.

---

**END**

## ANNEXURES

- (i) Declaration of Secrecy under Oath **{Elect 3(a)}**
- (ii) Regulation Governing Administering of an Oath or Affirmation **{Elect 4(a)}**
- (iii) Public notice of the names and addresses of election and counting agents {Elect 26}
- (iv) Ballot Paper Account by Presiding Officer **{FORM 36 }**
- (v) Appointment of Election Agent/s or Counting Agent/s **{Form 15}**
- (vi) Notification of\*revocation of appointment/death/incapacity of \*Election/Counting Agent/s and the appointment of another person in \*his/her place Form **{Form 16}**
- (vii) Counting and Announcement of Results by Presiding Officer **{Form 37}**

**INFRINGEMENT OF SECRECY**  
*Section 177 of the Electoral Act, 2014(Act 5 of 2014)*

- (1) A staff member or temporary staff member or person referred to in section 18(17)(b) or 24(3), agent or person accredited as an observer present at a polling station-
- (a) must maintain to the extent determined by this Act and aid in maintaining, the secrecy of the voting at the polling station; and
  - (b) may not communicate, except for any purpose authorized by law, to any information likely to defeat the secrecy of the voting.
- (2) Except as provided in this Act, a person may not-
- (a) Interfere with or attempt to interfere with a voter when making his or her vote,
  - (b) Otherwise attempt to obtain at a polling station information as to-
    - (i) the political party, organization or candidate for which any voter at the polling station is about to vote or has voted;
    - (c) communicate at any person any information obtained at a polling station as to-
      - (i) the political party, organization or candidate for which any voter at the polling station is about to vote or has voted;
- (3) a person may not induce directly or indirectly any voter to display the ballot paper of the voter, after the voter has marked it, in a manner as to make known to any person-
- (a) the name of the political party, organization or candidate for which the voter has marked his or her vote;
- (4) A person present at the determination of the result of a poll in any election -
- (a) must maintain, and aid in maintaining, the secrecy of the voting; and
  - (b) may not attempt to ascertain at the determination, or communicate any information obtained at the determination as to the manner in which any particular person marked his or her ballot paper.
- (5) A person present at the counting of votes may not communicate to any other person any information obtained at the counting about-
- (a) the political party, organization or candidate in respect of which a vote has been recorded in any spoilt or rejected ballot paper;
- (6) Except as provide in this Act, a person may not attempt to ascertain, or directly or indirectly assist in ascertaining, for which-
- (a) political party, organization or candidate any voter has recorded his or her vote;
- (7) A person who has obtained, in the performance of his or her functions under this Act, any knowledge as to-
- (a) The political party, organization or candidate for which any person has recorded his or her vote;
- (8) Except upon the order of any court or as authorized by this Act, a person may not break the seal of a sealed packet or open such packet.
- (9) This section is not constructed as preventing any person from conducting any opinion poll in relation to -
- (a) the support enjoyed by the several political parties or organizations taking part in any election concerned or by the policies which they advocate or by respective candidates in the election;
  - (b) the publishing of the result of an opinion poll so conducted.
- (10) Any person who contravenes or fails to comply with this section commits an offence and liable-
- (a) on a first conviction to a fine not exceeding N\$25,000.00 or to imprisonment for a period not exceeding five years, or to both such fine and such imprisonment;
  - (b) on a second or subsequent conviction to a fine not exceeding N\$50,000.00 or to imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.
- (11) A staff member or temporary staff member or person referred to in section 18(17)(b) or 24(3), agent or person accredited as an observer present at a polling station convicted in terms of subsection (10) is not eligible to be appointed in any such capacity in any election, and if the staff member, temporary staff member, agent or person is convicted during an election, the person ceases to hold office immediately.

**REPUBLIC OF NAMIBIA  
ELECTORAL COMMISSION OF NAMIBIA**

**Elect 3 (a)**

*Tick in block for the appropriate election*

<b>Presidential Election</b>	
<b>National Assembly Election</b>	
<b>Regional Councils Election</b>	√
<b>Local Authorities Election</b>	

(Section 71 of Act 5 of 2014)

**DECLARATION OF SECRECY UNDER OATH** with regard to the election to be held on

**06 January 2023**

(day/month/year).....

**NB(\*delete whichever is not applicable)**

I,..... **Abraham Normal** .....(full names in block letters)

appointed as..... **Polling Officer** .....

for the ..... **Moses //Garob Primary School** ..... **\*polling station\*** registration point

in the..... **Moses //Garob** ..... Constituency/  
..... Local Authority Area

..... **Khomas** ..... Region

solemnly **\*swear\*** affirm and declare that I will not at this election do anything prohibited by section 71 of the Electoral Act 2014, which I have read and fully understand.

**Signature:**..... *Abraham Normal* .....

**Date:**..... **05 January 2023** .....

I hereby certify that the declarant acknowledges that he/she knows and understands the contents of the above declaration and that:

I duly administered the oath as prescribed by the Justices of the Peace and Commissioners of Oath Act (Act 16 of 1963, section 10) and the Regulation no. R1258 of July 1972 and that thereafter the declarant signed the declaration before me.

*Tick in appropriate block*

<b>Returning Officer</b>	
<b>Presiding Officer</b>	√
<b>Commissioner of Oaths</b>	

..... **Thomas Shapi** .....

**Full Names**(block letters)..... **ECN HQ, Van Rhjin Street, Windhoek North** .....

**Business Address:**..... **Presiding Officer** .....

**Official Designation:**..... **Moses //Garob Primary School** .....

**Area/Duty Station where appointed:**..... **05 January 2023** .....

**Signature:**..... *Sshapi* ..... **Date:**..... **05 January 2023** .....

(Issued by the Electoral Commission of Namibia)

*Tick in block for the appropriate election*

<b>Presidential Election</b>	
<b>National Assembly Election</b>	
<b>Regional Councils Election</b>	√
<b>Local Authorities Election</b>	

**Regulation no. R1258**

**AN ADAPTED EXTRACT**

**REGULATION 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** is administered by causing the deponent to utter the following words”  
“I truly affirm that the contents of this declaration are true”
2. (a) Before a Commissioner of Oaths administers to any person the oath or affirmation prescribed by regulation, he/she shall ask the deponent:
  - (i) whether he/she knows and understands the content of the declaration;
  - (ii) whether he/she has any objection to taking the prescribed oath, and
  - (iii) whether he/she considers the prescribed 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 the taking of the oath and that he/she considers it to be binding on his/her conscience, then the Commissioner of Oaths shall administer the **oath** as 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, then the Commissioner of Oaths shall administer the **affirmation** as prescribed by regulation 1(b).
3. (a) The deponent shall sign the declaration in the presence of the Commissioner of Oaths.  
(b) If the deponent cannot write, then he/she will affix his/her mark at the foot of the declaration in the presence of the Commissioner of Oaths 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 oath.  

(b) The Commissioner of Oaths shall:

  - (i) sign the declaration and print his/her full name and business address below his/her signature; and
  - (ii) state his/her designation and the area for which he/she holds 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**  
**Electoral Commission of Namibia**  
**BALLOT PAPER ACCOUNT BY THE PRESIDING OFFICER**  
*(Section 104 of the Electoral Act of 2014)*

**Form 36**

*Tick in block for the appropriate elect*

Presidential Election	√
National assembly Election	

Polling station: Moses //Garob Primary School Constituency: Moses //Garob  
 Local Authority: n/a Region: Khomas  
 Ballot box(es) numbers: 0280

Serial number(s) of ballot books issued or received : 0101 – 0200; 0201 – 0300; 0301-0400

<u>PART A</u> SERIAL NUMBERS OF BALLOT PAPER BOOKS RECEIVED	<i>TOTAL OF BALLOT PAPERS RECEIVED</i>	<u>PART B</u> <u>ACCOUNTED BALLOT PAPERS</u>	<i>TOTAL</i>
no 0101 to no 0200	100	Unused ballot papers	198
no 0201 to no 0300	100	Spoiled ballot papers	5
no 0301 to no 0400	100	<b>Ballot papers in the ballot box</b>	97
<b>TOTAL</b>	300	<b>TOTAL ACCOUNTED FOR</b>	300

*RECEIVED*  
**PART C**  
 Number of Elect 27: 5 (name do not appear on voters register)  
 Unused ballot box(es) numbers: 1898

Presiding Officer (print name)..... Thomas Shapi Signature: Tshapi Date: 06 January 2023

I, the undersigned **Returning officer** for the abovementioned Constituency/Local Authority Area do hereby confirm 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 is correct, except for the following particulars:

Returning Officer (print name) Rakondjera Kavari Signature: Rkavari Date: 06 January 2023

Place: Windhoek Issued by the Electoral Commission of Namibia



**Elect 16 PART C: CONFIRMATION OF ACCOUNT BY PARTY AGENTS**

*(I do hereby confirm that the account of ballots recorded under Part A are correct)*

<b>Name of party/candidate/ organization/association</b>	<b>Name of election agent</b>	<b>Signature of agent</b>
Apple Party	Green Scheme	<i>Green Scheme</i>
Rising Stars	Happy Chappy	<i>Happy Chappy</i>
Advisors	Jerome Call	<i>Jerome Call</i>

SAMPLE

*Issued by the Electoral Commission of Namibia*

**Thomas Marker**

Full Names of presiding officer:.....

Signature of presiding officer:.. *Thomas Marker*

Date:.. **12 August 2022** .....

**REPUBLIC OF NAMIBIA  
ELECTORAL COMMISSION OF NAMIBIA**

**Elect 26**

*Tick in block for the appropriate election*

<b>Presidential Election</b>	<input type="checkbox"/>
<b>National Assembly Election</b>	<input type="checkbox"/>
<b>Regional Councils Election</b>	<input checked="" type="checkbox"/>
<b>Local Authorities Election</b>	<input type="checkbox"/>

**PUBLIC NOTICE OF THE NAMES AND ADDRESSES OF ELECTION AND COUNTING AGENT(S)  
(Section 66 (8) of the Electoral Act 5 of 2014)**

I hereby give public notice of the names and addresses of the election and counting agents furnished to me in terms of subsection (8) of section 66 of the Electoral Act of 2014.

Full names in print		Residential address	Designation	Political party/organization/ independent candidate	Constituency
Surname	First names				
Scheme	Green	236, Tataleni	Election Agent	Apple Party	Moses //Garob
Chappy	Happy	15 <sup>th</sup> Road, Ocean View	Election Agent	Rising Stars	Moses //Garob
Call	Jerome	May Street, Mondesa	Counting Agent	Advisors	Moses //Garob

**Full names of Returning Officer in print:**..... **Rakondjera Kavari** ..... **Constituency:**..... **Moses //Garob** .....

**Local Authority:**..... **n/a** ..... **Region:**..... **Erongo** ..... **Date:**..... **02 January 2023** .....

**Signature of Returning Officer:**..... *Rakondjera Kavari* .....

*(Issued by the Electoral Commission of Namibia)*

**APPOINTMENT OF ELECTION AGENTS OR COUNTING AGENTS**  
(Paragraph 1(2) of the Code of Conduct)

**Tick in block for the appropriate election**

Presidential Election	
National Assembly Election	
Regional Councils Election	√
Local Authorities Election	

To the **RETURNING OFFICER** for:

Constituency **Moses //Garoeb** .....

Local Authority **n/a** .....

Region **Khomas** .....

(\*delete whichever is not applicable)

You are hereby informed that the following person(s) have/has been appointed as \*Election agent(s)/\*Counting Agent(s) at .....  
 ..... \*Fixed Polling Station/\*Mobile Polling Station on behalf of .....  
 ..... \*Political party/\*Organisation/\*Association/\*Candidate.

**1) Full Names: Judas Eco-Twist** .....  
 Residential Address: **Havana, Plot 2369**.....  
 Postal Address: **Box 23696 Katutura**.....  
 I.D No/DoB/PP No.: **930010 000000**.....  
 Tel/Cell No: **081 000 1111**.....

**2) Full Names: Too Much** .....  
 Residential Address: **369 Hakahana**.....  
 Postal Address: **589 Katutura**.....  
 I.D No/DoB/PP No.: **890010 00123**.....  
 Tel/Cell No: **085 000 9999**.....

And have/has been appointed as \*Election agent(s)/\*Counting Agent(s) on behalf of .....  
**Rising Stars**..... (\*political party/organisation/  
 association/candidate) at the \* **Moses //Garoeb Primary School**.....  
 \***Polling Station**/Mobile Station or \*the place where the determination of the result of the poll  
 for the election in respect of the above-said constituency must take place.

Name in Print..... **Merry Tomorrow** .....  
 Designation: **Authorized Representative** ..... Signature of\*Authorised Representative/  
 (\*delete whichever is not applicable) ..... \*Independent Candidate

Place **Windhoek** ..... Date **27 November 20224** .....

**NOTIFICATION OF \*REVOCATION OF APPOINTMENT/DEATH/INCAPACITY OF \*ELECTION/COUNTING AGENT(S) AND THE APPOINTMENT OF ANOTHER PERSON IN \*HIS/HER PLACE.**

*NB(\*delete whichever is not applicable)*

(Paragraph 1(3) of the Code of Conduct)

**Tick in block for the appropriate election**

Presidential Election	
National Assembly Election	
Regional Councils Election	√
Local Authorities Election	

To the **RETURNING OFFICER** for:

Constituency Moses //Garueb.....

Local Authority n/a.....

Region Khomas.....

I, (full names) Merry Tomorrow.....

Postal Address P. O Box 5555 Windhoek.....

Residential Address 115 Windhoek North.....

Tel/Cell No 061-220000.....

do hereby inform the Chief Regional Officer concerned of the \*revocation of appointment/~~death~~/ incapacity of Judas Eco-Twist.....

*(full name)*

who was appointed as \*Election/Counting Agent(s) for Rising Stars.....

Political Party/Association/Organisation/Independent Candidate to do duties at the Moses //Garueb Primary School.  
..... \*fixed/mobile polling station/counting venue.

I therefore subsequently wish to inform you that the following person whose particulars appear hereunder has been appointed as replacement with immediate effect.

*(\*delete whichever is not applicable)*

1) Full Names: Bring Together.....

Residential Address: 00001 Namibia.....

Nalitungwe.....

Postal Address: Box 0000 Windhoek.....

I.D No/DoB/PP No.: 780022 22 180.....

Tel/Cell No: 085 234 5678.....

**Merry Tomorrow**

*Merry Tomorrow*

Name in Print **Authorized Representative**

Signature of\*Authorised Representative/

Designation: .....

\*Independent Candidate

*(delete whichever is not applicable)*

**Windhoek**

**27 November 2024**

Place .....

Date .....

*(Issued by the Electoral Commission of Namibia)*

**REPUBLIC OF NAMIBIA**  
**ELECTORAL COMMISSION OF NAMIBIA**  
**COUNTING AND ANNOUNCEMENT OF RESULTS BY THE PRESIDING OFFICER**  
 Regulation 11  
 Section 105 of the Electoral Act, 5 of 2014

*Tick in block for the appropriate election*

<b>Presidential Election</b>	<input type="checkbox"/>
<b>National Assembly Election</b>	<input type="checkbox"/>
<b>Regional Councils Election</b>	<input checked="" type="checkbox"/>
<b>Local Authorities Election</b>	<input type="checkbox"/>
<b>Referenda</b>	<input type="checkbox"/>

**(PART A OF FORM 37: TO BE COMPLETED BY PRESIDING OFFICER)**

I, **Thomas Shapi** the Presiding Officer for the **Moses //Garoeb Primary School** Polling Station in the **Moses //Garoeb** Constituency in the **Khomas** Region or .....**n/a**.....local authority, hereby make known that the following votes were rejected and not counted:

Voting for more than one political party/organization/association/candidate	2
Official/Secret mark absent	0
Unmarked	0
Mark where one can't determine with certainty which political party/organization/association/candidate, the ballot paper was marked for	2
Any writing/mark that reveals the identity of a voter	1
<b>TOTAL NUMBER OF BALLOT PAPERS REJECTED</b>	<b>5</b>

I hereby certify that the above particulars are correct.

Full names of Presiding Officer in print: **Thomas Shapi**

Signature of Presiding Officer: *Tshapi* Date: **27 November 2024**

**(PART B OF FORM 37: TO BE COMPLETED BY PRESIDING OFFICER)**

I, **Thomas Shapi**, the Presiding Officer for the **Moses //Garoeb Primary School** Polling Station in the **Moses //Garoeb** Constituency in the **Khomas** Region or .....  
.....local authority, having ascertained the result of the said polling station in accordance with the provisions of Section 105(8)(b) of the Electoral Act, hereby make known:

That **5** ballot papers have been rejected

That **1 202** votes have been counted *and*  
**(total number of votes)**  
that the votes counted have been recorded for-

No.	Full names of Candidates/Political Party/Association in alphabetical order	Number of votes recorded
1.	Apple - Party R	198
2.	Banana – Party C	220
3.	Chocolate – Party A	240
4.	Donkey – Party B	242
5.	Egg – Party D	302
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Full names of Presiding Officer in block letters: **Thomas Shapi**

Signature of Presiding Officer: *Thomas Shapi*

Polling station: **Moses //Garoeb Primary School**

Date: **06 January 2022**

## FORM 37 PART C: CONFIRMATION OF RESULTS BY ELECTION/COUNTING AGENTS

(I do hereby confirm that the results recorded under Part A & B are correct)

Name of party/candidate/ organization/association	Name of election/counting agent	Signature of agent
Local Authority Sun	Dunes Dunes	Dunes Dunes
Party Running	Water Run	Water Run
Members Party	Apple Drink	Apple Drink
Peoples Members Party	Boy Boy	Boy Boy
Mountain Party	Thando K	Thando K
		I

Full Names of Presiding officer: Thomas Shapi

Signature of Presiding officer: Tshapi Date: 06 January 2023

Polling station: Moses //Garob Primary School





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