

POLLING OFFICIALS

Training Manual



To be a centre of excellence in electoral management

Our Vision

To be a centre of excellence in electoral management.

Our Mission

To conduct and manage electoral and referenda processes for Namibian citizens with a view to uphold electoral democracy.

Our Core Values

Secrecy of the vote
Accountability
Non-Partisanship
Professionalism
Integrity
Inclusiveness
Innovation
Respect for the rule of law
Service mindness
Accessibility

Foreword

Welcome to the Team!

I cannot over-emphasize the importance of elections.

Credible elections are the direct results of well-trained and motivated electoral staff that is committed to the principles of transparency, professionalism, non-partisanship and teamwork. The electoral staff have the critical duty of ensuring that they act above reproach at all times and that they carry out their mandate without prejudices, fear and favor. These qualities will greatly enhance the integrity of the whole electoral process and thus lead to public approval of the outcome of the electoral process.

Against this background, I request you as returning officer, presiding officers, polling officers, counting officers – to take your work and duties most seriously and commit yourselves irreversibly to high standards of productivity and professionalism.

This handbook is a key tool to assist you to understand thoroughly your respective roles and responsibilities. Remember, you are a member of the team, a professional team that will ensure each potential voter who has registered for this election has a fair and equal chance to cast his/her vote at polling stations identified for the elections. I trust that this handbook will be a valuable instrument to enabling you to fulfill your responsibility as a member of a team in the most effective, impartial and professional manner thus fostering free and fair elections in Namibia. Please do not hesitate to consult your Returning Officer, Regional Electoral Officer or the Electoral Commission of Namibia when in doubt about any aspect of this handbook.

In conclusion, may I reiterate that the mission of the Electoral Commission before the people of Namibia and the world at large 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.

I thank you for agreeing to work for Elections.

Congratulations and Good Luck!

Yours in free and fair elections

Peter Shaama
Chief Electoral & Referenda Officer

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INTRODUCTION

Although this handbook has been produced to assist and guide Presiding Officers, studying its content will benefit all categories of election officials especially Returning Officers and Polling Officers. The focus of the handbook, however, is on the role and responsibilities of the Presiding & Polling Officers. **You should remember that as a Presiding or Polling Officer, your role in the electoral process is as valuable as it is important.** For months a great number of persons have been working diligently to prepare the stage for you to play your part in the grand finale of the elaborate drama known as Democratic Elections. To a large extent your performance at the polling station will determine the success of this institution.

It is your primary duty and responsibility to ensure a free and fair election process at your polling station. You will be closely watched by many persons and organizations both local and from around the world, who are not merely interested in who wins these elections, but in how they are conducted. It is therefore, your solemn responsibility to perform your tasks with the highest sense of integrity and pride. No matter how good your intentions may be, you cannot function efficiently if you do not know the rules of the game. You are, therefore, urged to study this handbook carefully during the training session. Any questions which you have will be answered during training.

The main feature of your work is to manage your polling station efficiently, and as a polling station leader, you must operate by the rules this handbook sets out for the conduct of your polling station in simple and concise terms. You owe it to yourself and the people of Namibia to study and understand and apply these rules, in a fair, firm and courteous manner at your polling station.

In terms of section 65(2) of the Electoral Act, Act 5 of 2014, the Commission must ensure that various officers appointed:

- (a) are well trained and have passed the numeracy, literacy and eligibility tests determined by the Commission; and
- (b) in the case of returning officers and presiding officers, have demonstrated their knowledge, expertise, management, administrative, communication and mediating abilities and skills during previous elections.

This assessment prior to appointment will determine the roles each election official will be assigned.

CHAPTER ONE

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- The Structure of the Commission
- Stakeholders in the electoral process and their roles
- Who can vote
- Where to vote

1. ELECTION ADMINISTRATION

1.1 The Commission

The Electoral Management Body (EMB) is headed by a Commission, established in terms of Article 94(B) of the Namibian Constitution as 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.

In terms of Section 4(2) of the Electoral Act, the Electoral Commission of Namibia (ECN) has a statutory mandate, which is read together with various pieces of legislation including the Regional Councils Act (Act No. 22 of 1992), and the Local Authorities Act (Act 23 of 1992) to:

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

The Commission comprises of a Chairperson, who serves on a permanent basis and four Commissioners appointed after an extensive recruitment process by a Selection Committee as provided for in terms of the Electoral Act, Act No. 5 of 2014, as amended.

1.2 Election Officials

These are permanent and temporary officials, who are directly involved in the conduct and supervision of an electoral process.

(a) The Chief Electoral and Referenda Officer

The implementing or executing body of the Commission is the Secretariat. It is entrusted with the administrative work involved in the performance of the functions of the Commission. Heading the Secretariat is the Chief Electoral and Referenda Officer (CEO). The CEO exercises and performs, subject to the direction and control of the Commission, such powers, duties and functions conferred upon him/her under the provisions of the Electoral Act.

The Secretariat further comprises of various Divisions and Sections, headed by a Director and Deputy Directors. The Commission appoints all the electoral staff. All ECN staff members must act in an impartial manner at ALL times during the performance of their duties and not use their position to support any candidate or political party.

(b) Regional Electoral Officer

In terms of Section 19 of the Electoral Act, the Commission must establish for every region a permanent regional office, headed by a Regional Electoral Officer (REO). The REO is responsible to provide overall leadership in terms of execution of electoral activities for a region.

(c) Temporary Electoral Officials

In terms of Section 65 of the Electoral Act the Commission must appoint various temporary electoral officers, including but not limited to:

- (i) Returning Officer
- (ii) Presiding Officer
- (iii) Polling Officers
- (iv) Counting Officers

The duties and responsibilities of these officials will be discussed in the Chapters to follow.

1.3 Professional Ethics of Election Officials

Election officials have a major role to play in the electoral process. The manner, in which they discharge their duties, affects the degree of confidence voters will have in the electoral process. Election officials should be courteous, polite, and helpful at all times. Voters should be treated equally and with respect. Unethical and corrupt practices by election officials shall incur severe punishments under the law.

Election officials should be guided by the following principles:

- (a) Integrity;
- (b) Impartiality;
- (c) Transparency;
- (d) Professionalism;
- (e) Gender and Disability Sensitivity; and
- (f) Due consideration and support for the elderly, pregnant women, nursing mothers and Persons with Disabilities (PWDs).

1.4 Stakeholders and their Roles

These are individuals or groups involved in the conduct of an election. They include the political parties/independent candidates, political party agents, accredited journalists, election observers, as well as the Voters.

1.4.1 Political parties/ independent candidates

A political party is an organized group of individuals who come together to acquire and exercise political power, typically by fielding candidates for elections and promoting specific policies and ideologies. Political parties are crucial components of democratic systems, facilitating political participation and representation.

On the other hand, candidates are individuals who is running for political office independently, without being affiliated to a political party.

Subject to the Namibian Constitution and Electoral Act, all citizens shall have the right to participate in peaceful political activity intended to influence the composition and policies of the Government. This includes the right to form and join political parties and to participate in public affairs, whether directly or through freely chosen representatives.

In order to be registered as a political party, the principal object of a political party must be to participate in and promote elections, including

- (a) the nomination of candidates for elections in accordance with the Electoral Act;
- (b) the canvassing of votes for a candidate at an election;
- (c) the devotion of any of its funds or any part thereof to the election expenses of any candidate taking part in an election.

1.4.2 Election agents

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 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 polling stations they have been assigned to the Returning Officer not later than 15 days after the nomination day for the election or the later day as the CEO in a particular case may allow. **Subject to Section 66 and 67 of the Electoral Act, no political party representative will be allowed access to any polling, counting venue or collation centre without being appointed and submitting the appointment letter (FORM 15 and FORM 16) to the Returning Officer.**

Only election agents, who have taken an oath of secrecy or affirmation, are entitled to observe the activities at the polling/counting/collation venue in question as representatives of their respective political parties/organizations or candidates.

In terms of Section 66(2) of the Electoral Act no person shall be appointed or act as an Election or Counting Agent 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.**

1.4.2.1 The Importance of Election Agents

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 make themselves guilty of misconduct, 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.

Election 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 of the polling station in question. However, irrespective of whether or not a party/candidate signs the polling station outcome do not render the results invalid.

1.4.2.2 ELECTION AGENTS DURING POLLING, *shall*:

- (i) Observe whether the election materials arrive safely and under police escort.
- (ii) Observe whether all the ballot boxes are empty before been used for the first time at the polling station.
- (iii) Observe whether ballot boxes are well closed and sealed before voting starts and whether ballot papers are cast in the correct ballot boxes.
- (iv) 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.
- (v) Observe whether election officials examine data on voters' registration cards to confirm the eligibility and identity of the prospective voter, as well as verify the inclusion of the voter on the voter verification device.
- (vi) Check whether the election officials are marking the fingers of the voters with the indelible ink and/or visible ink.
- (vii) 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.
- (viii) Check whether the voters cast ballot papers into the correct ballot box (es).
- (ix) Observe that eligible voters are voting in secret, 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.
- (x) Observe whether all ballot boxes are visibly displayed at a place where they can be seen throughout the voting process and that no one tempts with such boxes at all times.
- (xi) Check whether the voters are folding their ballot papers as demonstrated.
- (xii) Check how those who need/request for assistance are accorded the necessary assistance by the presiding officer or person of his/her choice.
- (xiii) Check whether all the voting procedures are followed and that there are no irregularities.

1.4.2.3 ELECTION AGENTS AT THE CLOSING OF POLLS, SHOULD DO THE FOLLOWING:

- (i) Observe that all ballot boxes are properly sealed.
- (ii) When possible, put their seals on the ballot boxes.
- (iii) 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 and at their own cost.
- (iv) Check whether the ballot boxes are properly sealed on arrival at the Collation Centre.

1.4.2.4 The qualities of a good Election Agent

To be able to operate on Polling Day, the Election 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.

1.4.2.5 Code of conduct of Election Agents

The code of conduct of Election Agents is outlined in Government Gazette No. 5729 and published on 7 May 2015, as outlined below:

1.4.2.5.1 Powers of Election Agent

An Election 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, with their own transport;
- (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.

1.4.2.5.2 Duties of Election Agent

An election 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, to the collation centre and may only be relieved of their duty once they have signed the relevant result sheet.

1.4.2.5.3 Responsibilities of an election agent

An election 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.

1.4.2.5.4 Other duties/responsibilities of an Election agent.

As an Election 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
 - Surname or Name of Candidate;
 - Name of Political Party/Organization; Abbreviated Name of the Political Party/Organization;
 - Symbol of the political party/organization; or
 - 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. 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.

1.4.2.6 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.
- (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.

1.5 Accredited Journalists (Media)

News 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 smooth operation of the election and voters and election officials must not feel uncomfortable with their presence or feel that their privacy is being violated.

- 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 valid media accreditation card and observer badge or 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.

1.5.1 Media interviews

The presiding officer is allowed to comment on questions posed by the media about the polling venue. During interviews, the Presiding Officer may respond to general factual questions, but may not offer interpretations or opinions on the process. All interviews must take place outside the Polling Station.

The Presiding Officer **may** respond to factual questions such as:

- a) Polling procedure;
- b) Voter turn-out in the polling station;
- c) Duties of a polling officials and what training was received;

The Presiding Officer **shall not** offer interpretations or opinions, such as:


- (i) Comment on expected election outcome;
- (ii) Offer commentary on candidates or political parties;

- (iii) Offer opinions on policy, compliance or speculate on other issues; and
- (iv) Comment on rumors.

1.6 Election Observers

Election Observers are persons who have been accredited by the Commission to enter and observe polling at the polling stations/counting venue /verification centres. **An Observer may represent a local / foreign organization or country.**

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. Presiding Officers are advised to treat the Observers with courtesy and respect, but must always remain in control of their polling stations.



An observer may only enter a polling station after he/she has presented his/her accreditation document, either an Accreditation ID Card/Tag/Badge or (Elect 12) from the Commission.

ELECTORAL COMMISSION OF NAMIBIA

Elect 12

TO: THE PRESIDING OFFICER

AUTHORIZATION FOR PERSON TO BE ADMITTED INTO POLLING STATION

In terms of Section 94 (1) (c) (x) of the Electoral Act, 2014,

I hereby authorize that:

Full names:.....

Residential address:.....

Postal address:.....

Tel/Cell:.....

to be admitted into the..... Polling Station

situated in the..... Constituency/


Local Authority for the..... Region

in respect of the..... Elections


to be held as from.....

CHIEF ELECTORAL AND REFERENDA OFFICER

DATE



INTERNATIONAL OBSERVER



Maxwell Maxwell

County City Electoral Observers
Mission

2024 PRESIDENTIAL AND
NATIONAL ASSEMBLY ELECTIONS

The holder of the card has been accredited as an Observer and
granted access to all polling and collation centres.

Dr. Elsie Nghikemb
Chairpers

What should the presiding officer do when observers arrive?

- (a) Receive them courteously;
- (b) Answer their questions friendly and honestly without hiding anything;
- (c) Give them information of the voting process including complaints, if any and responses provided.

1.7 Voters

Any person who votes at an election and has been registered for such purpose.

1.7.1 Voters Duties and Responsibilities

Schedule 2 of the Electoral Act, Act 5 of 2014 provides for a Bill of Fundamental Voters Rights and Duties, with reference to (Sections 1(3)(b), 49(2) and 95(b)) attached as an **Annexure** to this manual. The Bill of Fundamental Voters Rights and Duties outlines a voters' rights during the conduct of any election and equally what is expected of voters when casting their votes. Every voter must comply with the Bill of Fundamental Voters' Rights and Duties.

1.8 Persons allowed into the Polling Station, Collation Centre and Central Elections Results Centre

Persons authorized to enter the polling station in accordance with Section 94(1) of the Electoral Act, include:

- i. a member of the Electoral Commission,
- ii. the Chief Electoral Officer (CEO),
- iii. the Returning Officer for the Constituency,
- iv. any Election Agent(s) 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 (**Form Elect 12**).



Both an Observer Badge and ELECT 12 are valid documents to allow access to any polling, counting venue or collation centre.

1.9 Who can vote?

In order to vote in any election, a voter must be registered.

Subject to and in compliance with the Electoral Act, a voter is entitled to vote in the election in respect of which he or she is registered. In the case of any election on a party list (National Assembly/Local Authorities Election) for one political party only and in the case of any other election (Presidential and Regional Councils Election) one candidate only.

1.10 Where to vote

For the purpose of the conduct of the Presidential and National Assembly elections, a voter may vote at any polling station in a constituency, irrespective whether the voter is registered in that constituency or polling station.

The Commission may establish as many polling stations as necessary to facilitate the take of a poll in any election. For this purpose, 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 a 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 and remotely populated areas in which voters find it difficult to go to the fixed polling stations to exercise their right to vote.

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 **must**:

- (a) ***close and seal the aperture*** of any ballot box in use at such mobile polling station of exit, and,
- (b) ***re-open the aperture*** on the ballot box, upon arrival at the new venue.



The closing and re-opening of mobile polling stations must be done in the presence of Election Agents (if present), who must be permitted to affix their seals if they wish to do so.

CHAPTER TWO

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- Duties the Presiding Officer is expected to execute before polling day.

2. GENERAL RESPONSIBILITIES OF PRESIDING OFFICER BEFORE POLLING DAY

The following are the main responsibilities of the Presiding Officer before polling day:

2.1 Contact with Returning Officer

Presiding Officers are obliged to contact the Returning Officer as early as possible after appointment, on the following—

- (a) administration of Declaration (s) of Secrecy for polling officers.
- (b) the delivery of the list of Election Agents who will serve at the respective polling station,
- (c) the details about the location and adequate preparation of your polling stations. Check the polling station and make arrangements to collect the keys before polling day.
- (d) the time and place for the collection and transportation of materials to polling station;
- (e) security arrangements for polling station;
- (f) transport arrangements (allocation of vehicle to the team);

2.2 Collection of Materials and Supplies

The Presiding Officer is responsible to collect all materials (sensitive and non-sensitive) from the Returning Officer at the Regional Depo (distribution point).

2.2.1 POLLING STATION SUPPLIES

The required elections supplies are listed on form Elect 7.

- (a) When collecting supplies from the Returning Officer, the Presiding Officer must **ensure that he/she carefully checks the items listed on Elect 7 before signing.**
- (b) The Presiding Officer should also **ensure that a sufficient quantity of the forms, envelopes and other supplies** which are needed to operate the polling station have been provided. **Bring any shortage to the attention of your Returning Officer as early as possible.**
- (c) Ensure that the correct Ballot Books are allocated for the polling station concerned, by verifying the name of the polling station on the ballot box assigned. Actual ballot papers must only be verified on the morning of the Election, prior to the opening of the polling station;
- (d) Ensure that the voter verification device and power bank is fully charged.

Electoral equipment



Ballot Box



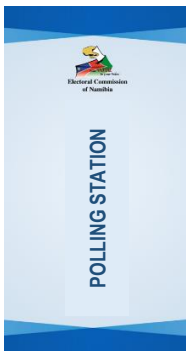
Voting Booth



Voter Verification Device



Ultra violet light



Polling Station Banner



Boundary strip



Polling Station Arrows



Tablet Tags

2.3 Declaration of Secrecy

Presiding Officer, polling officer and every election agent at every polling station, must make a Declaration of Secrecy in terms of **Elect 3 (a)**, before assuming duties in connection with the elections. By law, every Returning Officer & Presiding Officer is a Commissioner of Oath, and as such competent to administer an oath or affirmation, from any other election official, for the purpose of carrying out electoral activities only.

2.4 The polling station layout

A model polling station layout has been provided for the guidance of Presiding & Polling Officers. It should be noted however, that the actual layout of a polling station will depend to a great extent, on the building or structure in which the polling stations is housed. The Presiding Officer should visit the polling site before polling day and plan how best to layout the polling station. He/she shall take the following into consideration:

- (i) *the size of the structure,*
- (ii) *the location of windows,*
- (iii) *lighting, and*
- (iv) *the number and location of entrances/exits*

In planning the layout, the presiding officer must ensure that there is –

- (a) safe and orderly access to and exit from the polling station, (there must be at least 1 (one) entrance and 1 (one) exit); If a venue has only one door, special arrangements must be made *e.g left side of door (entrance) and right side of door (exit)*.
- (b) sufficient space for the queuing of voters outside or inside the building;
- (c) ensure that different queues be established to enable the flow of voters in and out of the polling station, also make provision for the creation of queues for different categories of voters (i.e. elderly, expecting mothers, person with disabilities)
- (d) clear view of polling booth by election officers in order to ensure that only one voter is in the booth at any time;
- (e) clear view of all ballot boxes by everyone in a polling station;
- (f) provided the polling station have sufficient space, make provision for at least four voting booths to fast track the voting process;
- (g) adequate space for Election Officials, Election/Counting Agents and Observers;



The process flow of the voting procedures **MUST** not be changed at all.



Electoral Commission
of Namibia

NAMIBIA VOTES 2024

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTIONS

VOTING STEPS AT POLLING STATIONS



Voters Queue & Police Officer



Ultra Violet Light Controller & Verifier



Inker



Ballot Paper Issuers for
Presidential and National Assembly Election



Voter Casting Vote for
Presidential and National Assembly Election



Ballot Box Controller



Voter Leaving The Polling Station

CHAPTER THREE

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- What duties the Presiding Officer is expected prior to the opening of the polling station;
- Voter verification device and its functions;

3.1 VOTING DAY

3.1.1 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.

3.1.2 BEFORE OPENING OF POLLS

- (a) Presiding and polling officers must arrive at the polling station **at least 1 hour (06h00AM)** before the scheduled opening of the polls; or in most instances be expected to **overnight at the venue**;
- (b) Double-check on security measures with the police officer on duty;
- (c) **Demarcate the polling station boundaries** with the **boundary tape** provided to every team and put up or visibly display a large (Polling Station) Notice marked '**POLLING STATION**' outside the voting station; where applicable affix voting station arrows for ease of direction of voters to the polling station venue;
- (d) Check the list of appointed Election Agents and administer the Declaration of Secrecy from those present. (***Note that Presiding Officer is authorized to administer the Declaration of Secrecy to those Election/Counting Agents who have not yet made the Declaration of Secrecy***);
- (e) The Presiding Officer must collect and safely store the Declaration of Secrecy (Elect 3(a)) from the polling officers & election agents;
- (f) Provide polling officers with the official bibs (polling officials attire), for ease of identification;
- (g) Check seals on packages and ballot boxes to ensure that they have not been tampered with and allow Election Agents to do the same;
- (h) Set up polling station according to polling station layout as illustrated in the layout provided;
- (i) Open packages and verify the polling station materials, forms and envelopes against the check list (Elect 7), to ensure that there are no shortages;
- (j) **Remove the ballot books from the Steel Ballot Box, Verify the correctness of the ballot books issued and complete ELECT 22 to ensure that the correct ballot books and quantity are received;**

- (k) Take the **Official (Secret) Mark out of the envelope and using the stamp pad and ink provided, stamp all books of ballot papers at the back of each ballot paper without removing ballots from ballot book, with the official secret mark** before the poll opens;
- (l) Distribute polling station materials, documents, forms and ballot papers as indicated in the polling station layout to polling officials;
- (m) **At about 6:30 am show empty ballot boxes to be used at your polling station** to Election Agents and anyone else present at polling station;
- (n) Seal the ballot box(es) and allow Election Agents who are present to affix their seals and record seal number on **Form 35**;

3.2 Voter Verification System

3.2.1 Registering Presiding officer

3.2.2 Using your voting record for Login

Capturing Person Detail

Namibia IMVRS v4.4.0

V
79%

Presiding Officer Creation

Home > Person > Search for Person

Person Search

Voter Registration Number

0/12

First Name

0/80

Surname

2/80

Perform Like Search

Search Again

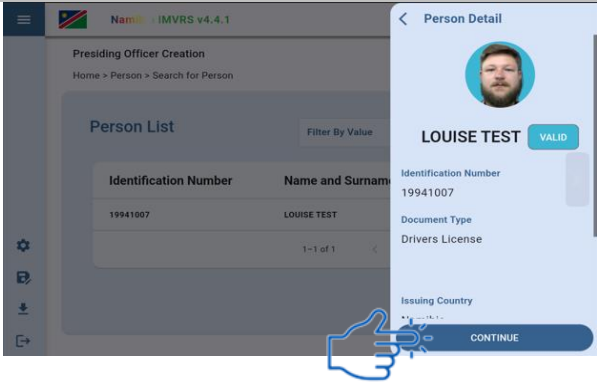
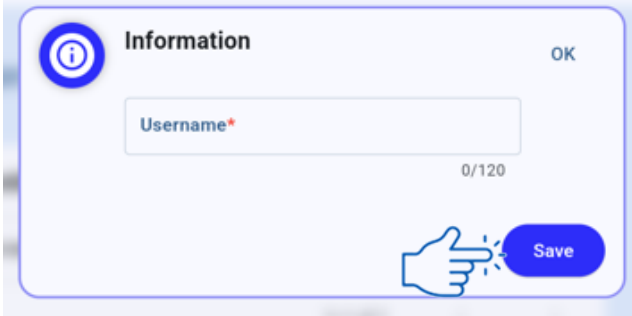
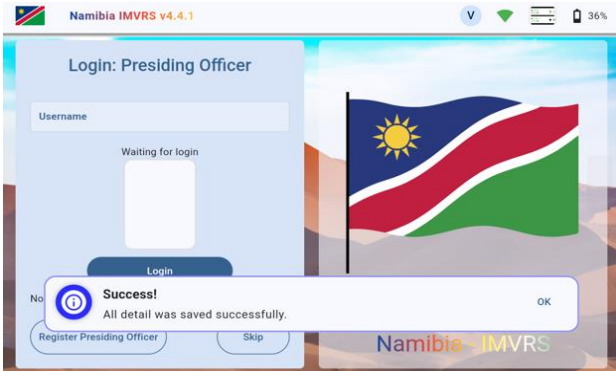
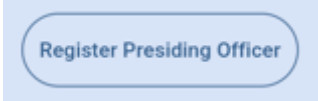
Search

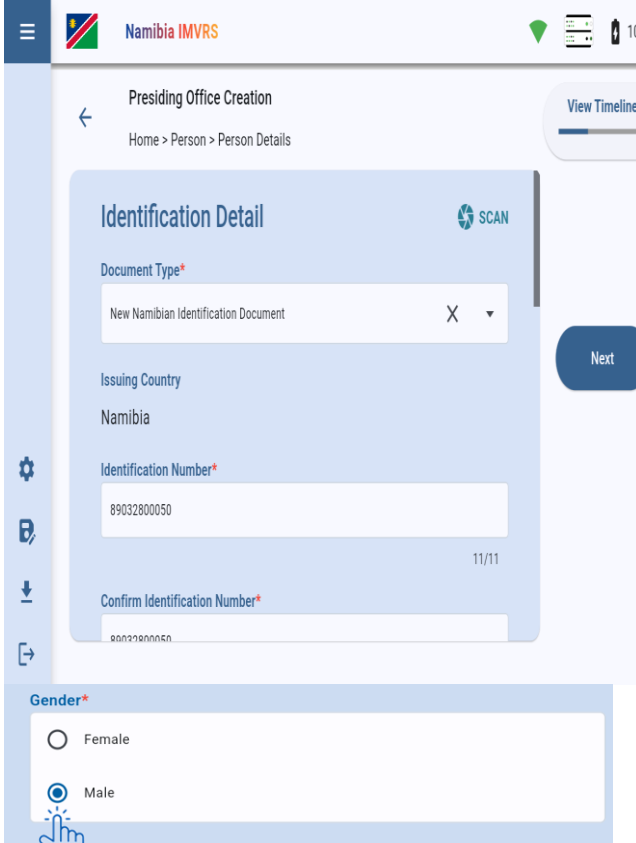

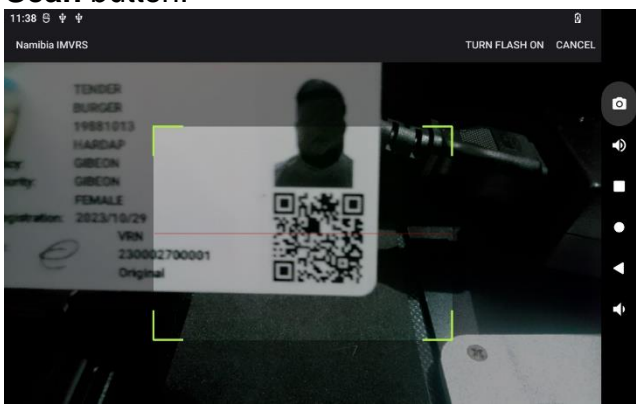
View Timeline

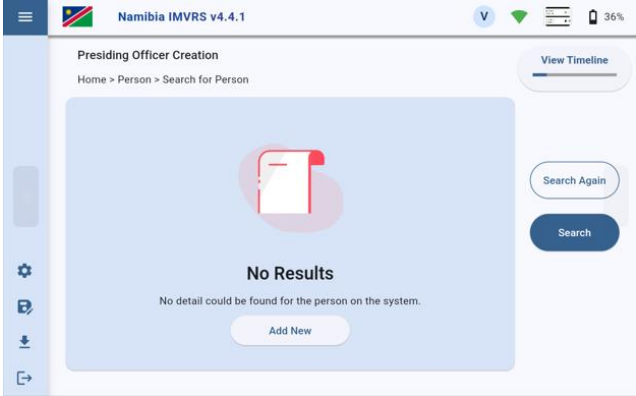

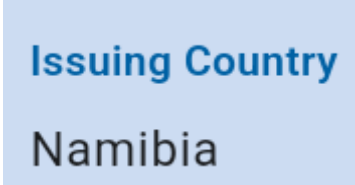

Scan the presiding officer's voters cards.




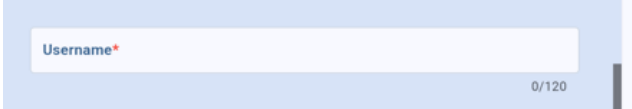
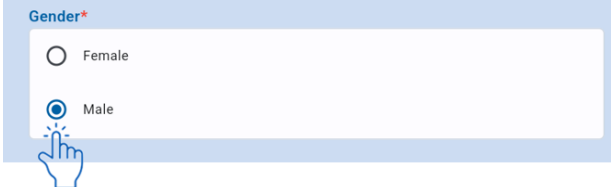
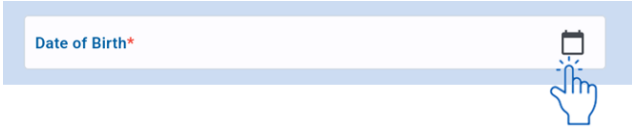
Screen 1: Person Details

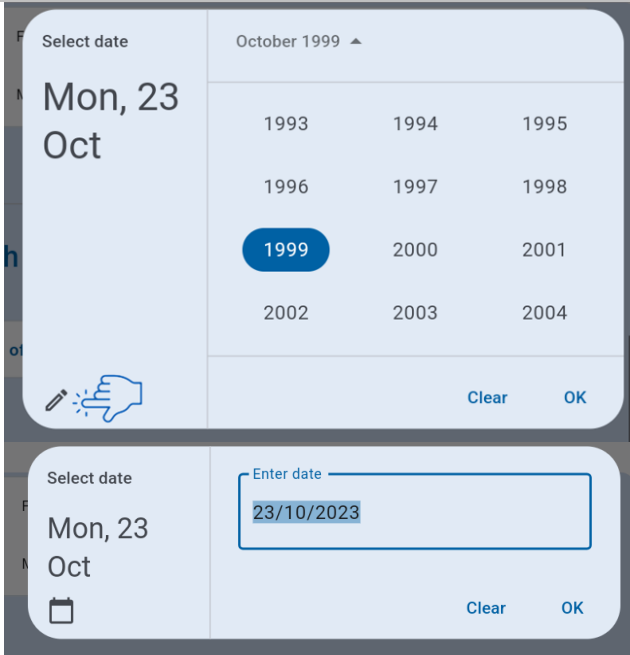
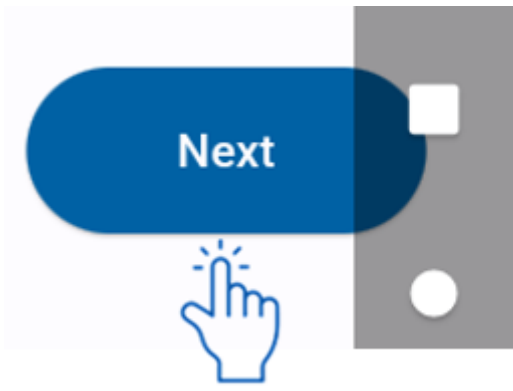
Step	Action/Example
<div data-bbox="188 286 268 365" data-label="Image"> </div> <div data-bbox="288 271 619 309" data-label="Section-Header"> <h3><u>Scanning Functionality</u></h3> </div>	<p>The system has Scanning Functionality that if the user has their Voter Card on them, they can scan the QR code by selecting the Scan button.</p> <div data-bbox="799 454 938 573" data-label="Image"> </div> <div data-bbox="799 611 1437 1005" data-label="Image"> </div> <p>Once successfully scanned.</p> <p>The Document Type, Identification Number, Confirm Identification Number, Name, Surname and Gender will automatically populate.</p> <p>If the card is not available, the user can manually fill in all the required information, as explained in the steps below.</p>
<p>Step 1. Select the Voter registration Record</p>	<div data-bbox="799 1413 1437 1731" data-label="Image"> </div>

Step	Action/Example
<p>Step 2. Presiding Officer profile displayed then click on continue.</p>	
<p>Step 3. Assign a user role :PO for presiding Officer. Click on SAVE</p>	
<p>Step 4. Details will be saved and the Presiding Officer must login.</p>	
<p>Step 5. Registering a Presiding Officer button</p>	<p>A new button has been added for situations where the original presiding officer and operator are not available to log in, called Register Presiding Officer</p>  <p>Once selected the steps above will take place, or the steps below on creating a new Presiding Officer.</p>

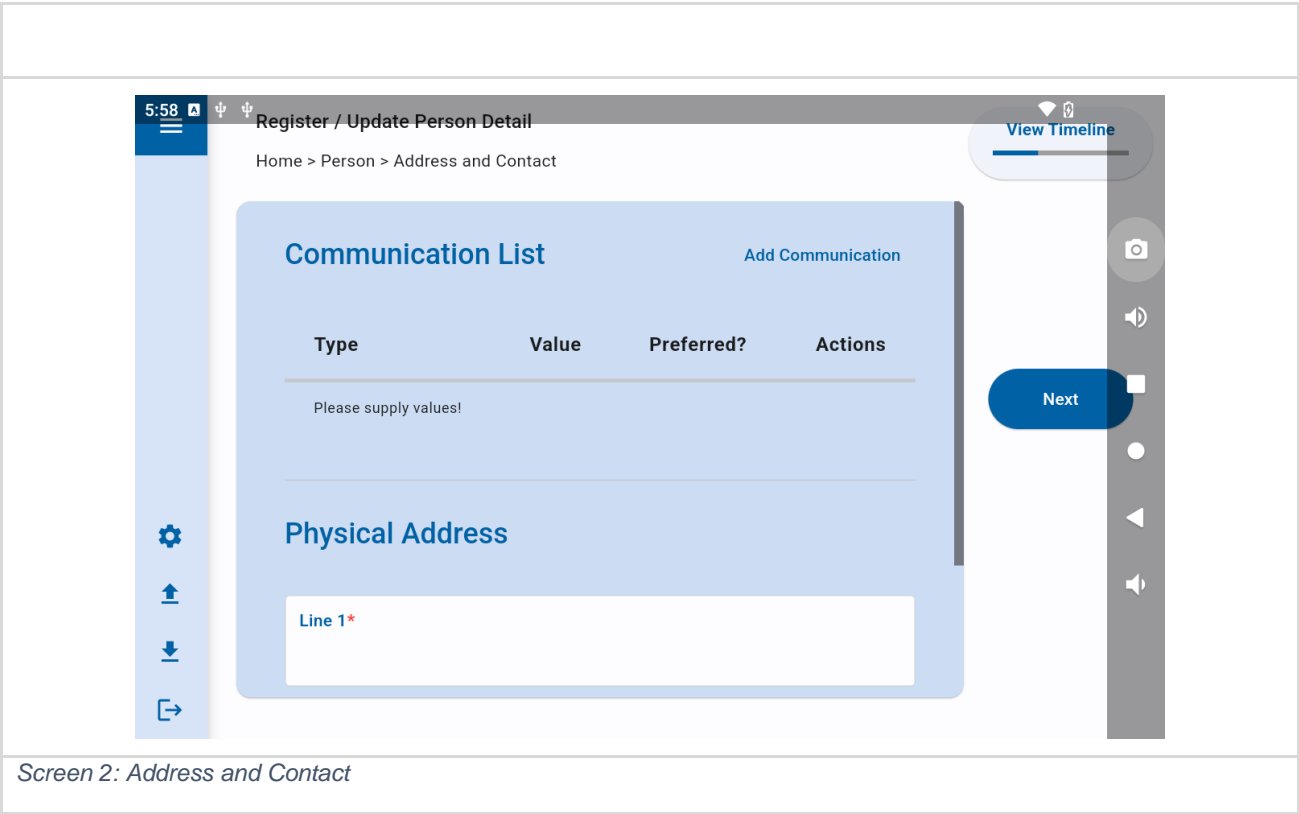
Step	Action/Example
Step 6. Capture Person Details	 <p>Throughout the system all Mandatory Fields will display a Red Asterix next to field Label.</p>
Scanning functionality.	 <p>The system has Scanning Functionality that if the user has their ID Card on them, they can scan the QR code by selecting the Scan button.</p>  <p>Once successfully scanned.</p> <p>The Document Type, Identification Number, Confirm Identification Number,</p>


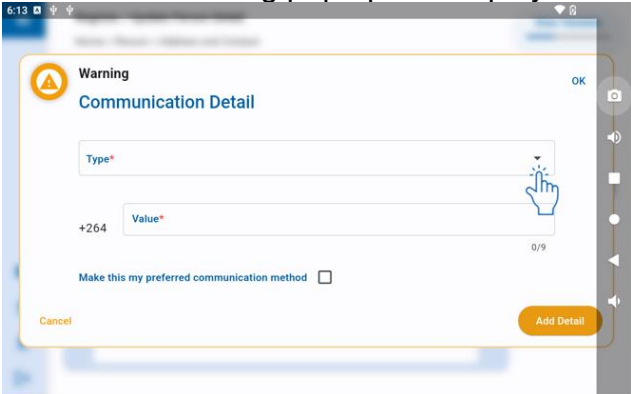
Step	Action/Example
	<p>Name, Surname and Gender will automatically populate.</p> <p>If the card is unavailable, the user can manually fill in all the required information, as explained in the steps below.</p>
Step 1. Activate Add New button	<p>To start adding a new Person record, search for a voter record that does not exist and tap on Search. If the voter is not found the Add new button will appear</p> 
Step 2. Enter Details	<p>Select the black downward arrow to open the dropdown with all document type options.</p> <p>Select a Document Type, it will then display in the Document Type field.</p>  <p>Issuing Country will be automatically set as Namibia and will not be editable.</p>  <p>The identification number can be inserted into the Identification Number field provided</p> 





Step	Action/Example
	<p>Once the Identification Number field is filled in, the Confirm Identification Number field will need to be filled in.</p>  <p>Capture the First Name by inserting the name in the field provided.</p>  <p>Capture the Surname by inserting the surname in the field provided.</p>  <p>Captured preferred username that will be used for login.</p>  <p>Select Gender by clicking on the Radio button in front of the provided Gender</p>  <p>Select the birth date by clicking on the Calendar button on the right-hand side of the Date of Birth field.</p>  <p>When selecting the Calendar button, the calendar will pop up and the user can select the year, month and day.</p>

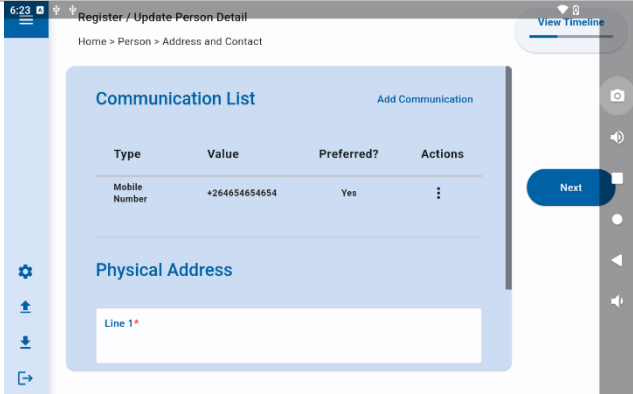
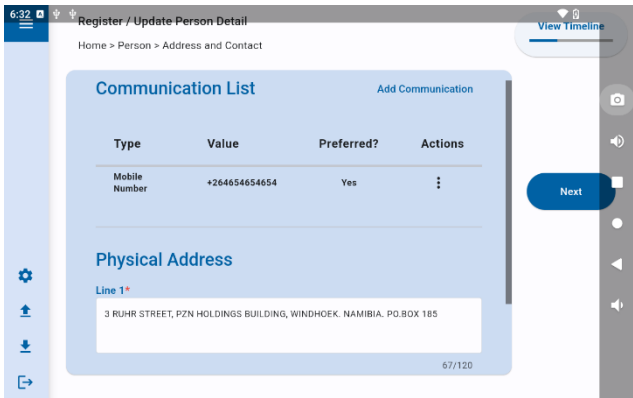
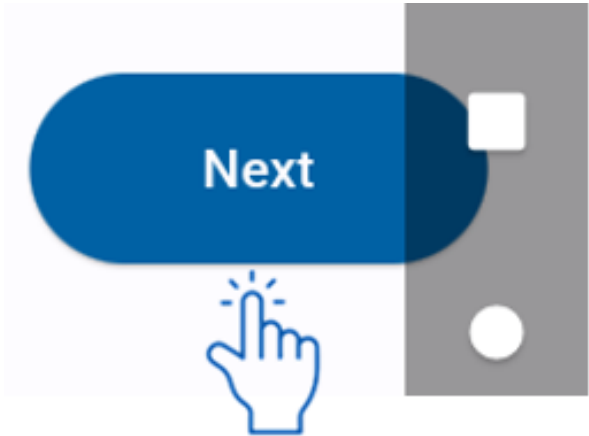
Step	Action/Example
	<div data-bbox="798 232 1430 884">  <p>The top screenshot shows a date selection interface with a calendar for October 1999. The date Mon, 23 Oct is selected. The bottom screenshot shows the same interface with the date 23/10/2023 entered in a text field.</p> </div> <p data-bbox="798 884 1430 1041">Once all information has been selected the Next button must be selected on the right-hand side of the screen to continue to the Address and Contact screen.</p> <div data-bbox="798 1064 1313 1453">  <p>A close-up of a blue 'Next' button with a hand icon pointing to it.</p> </div>

3.2.3 Capture Address and Contact

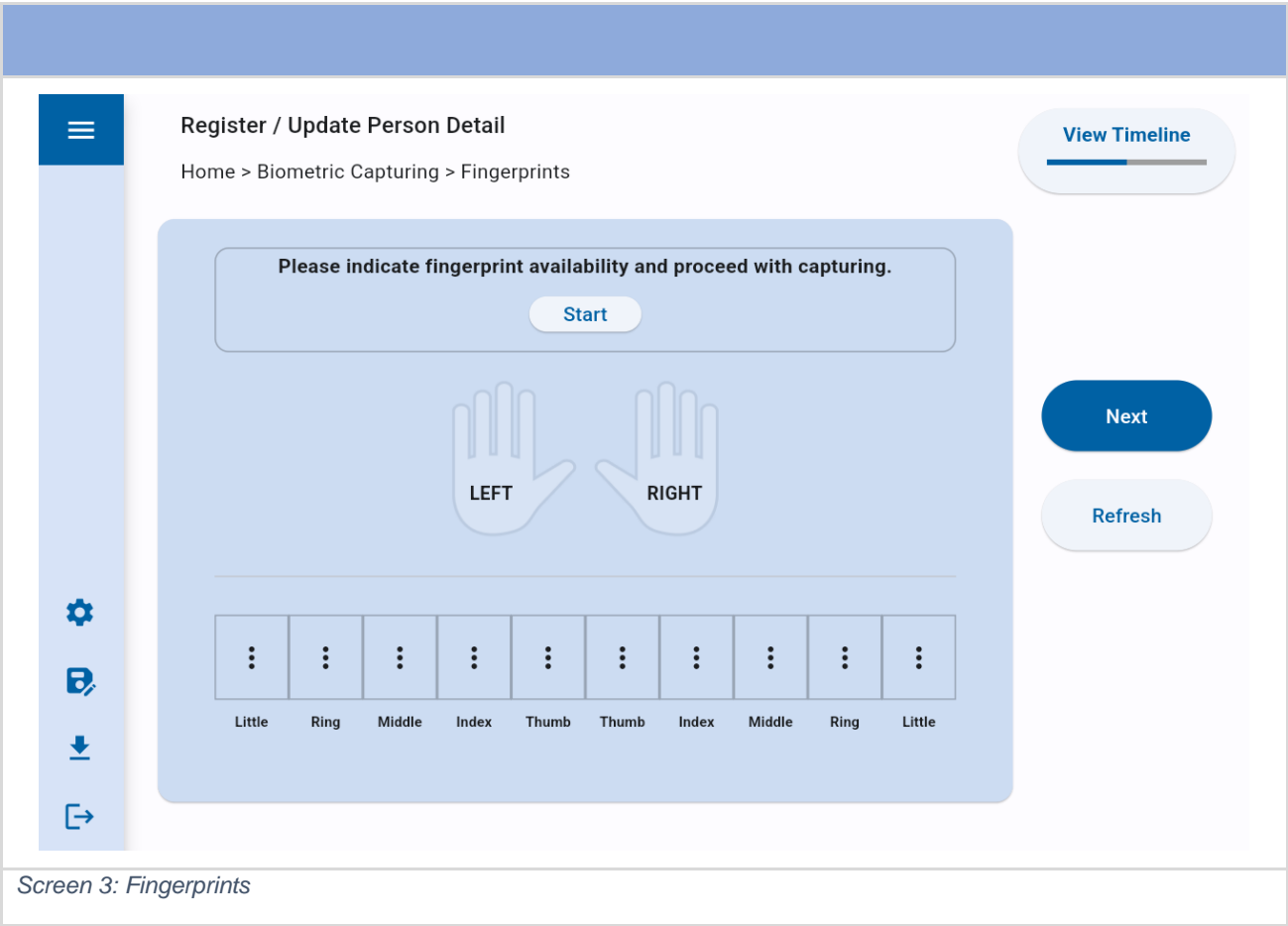


Step	Action/Example
Step 1. Add Communication Detail.	<p>To add a communication detail, select the Add Communication button on the top right-hand corner of the screen.</p>  <p>When selecting the Add Communication button the following pop up will display.</p> 

Step	Action/Example
	<p>To add a type of communication the user can select the type from the dropdown by selecting the black downward arrow.</p> <div data-bbox="798 376 1436 622">  <p>Warning</p> <p>Communication Detail</p> <div data-bbox="865 465 1433 618"> <p>Email</p> <p>Mobile Number </p> <p>Telephone Number</p> </div> </div> <p>When selecting the preferred option, the Type will display in the field provided.</p> <div data-bbox="798 788 1428 862"> <p>Type*</p> <p>Mobile Number X ▾</p> </div> <p>Once Type is selected the Value can then be inserted into the Value field provided.</p> <div data-bbox="798 1030 1428 1120"> <p>Value*</p> <p>+264 564654654 9/9</p> </div> <p>If the Communication type must be preferred, the “Make this my preferred communication method” checkbox can be selected.</p> <div data-bbox="798 1339 1436 1527">  <p><u>At least one communication type must be preferred.</u></p> <p>Make this my preferred communication method <input checked="" type="checkbox"/> </p> </div> <p>Once all fields have been inserted and selected, select the Add Detail button and the Communication Detail will be shown in the Communication List.</p>

Step	Action/Example
	
<p>Step 2. Capture Physical Address.</p>	<p>To capture the Physical Address, insert required information into line 1 field provided.</p> 
<p>Step 3. Select Next to continue.</p>	<p>Once all information has been selected, select the Next button on the right-hand side of the screen to continue to the Fingerprint Capturing screen.</p> 



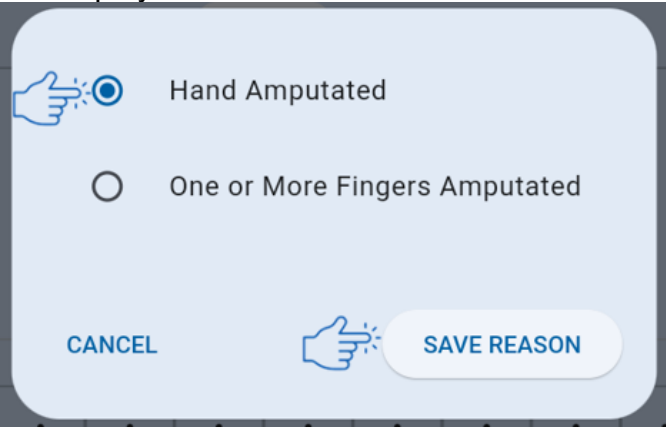


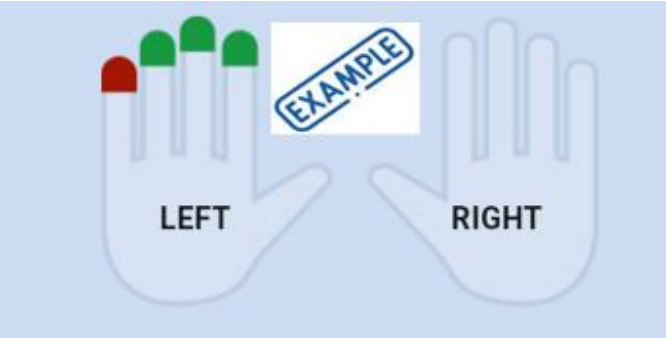
3.2.4 Capture Fingerprints



Screen 3: Fingerprints

Step	Action/Example
Step 1. Start capturing Fingerprints.	<p>To start the process of capturing fingerprints of the person, select the Start button.</p> <div><p>Please indicate fingerprint availability and proceed with capturing.</p><p>Start</p></div> <p>When selecting Start, the left hand will be captured first and the system will highlight the fingers that need to be captured in green.</p>

Step	Action/Example
	<div data-bbox="762 246 1358 600"> </div> <p data-bbox="762 638 1417 750">Place the fingers on the tablet scanner. When capturing fingers for Verification, only one finger can be captured at a time.</p> <div data-bbox="762 779 1358 1133"> </div> <p data-bbox="762 1171 1393 1249">To continue capturing the rest of the fingers, select the Continue button.</p> <div data-bbox="762 1279 1358 1624"> </div>
<div data-bbox="165 1637 231 1711"> </div> <p data-bbox="156 1727 683 1765"><u>If duplicate fingerprints are captured.</u></p> <p data-bbox="156 1816 738 1966"><u>The user will also not be able to continue without capturing valid fingerprints for the user. A user must always have fingerprints.</u></p>	<p data-bbox="762 1624 1433 1736">If the same fingers were captured more than once the following message will display, and the fingerprint capturing process will restart.</p> <div data-bbox="762 1765 1393 1854"> </div>

Step	Action/Example
<p>Step 2. If the user has missing fingers.</p>	<p>To set fingers/hands as missing, select the 3 dots on the fingerprint display box provided.</p>  <p>When selected the following pop up will display</p>  <p>Select the Missing option, the following pop up will display.</p>  <p>When Hand Amputated is selected and then SAVE REASON, the system will set the entire hand as missing from which hand the finger was selected and display a line through the fingers that can't be captured.</p>   

3.2.5 Capture Photograph

Capturing Of Photograph

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Register / Update Person Detail

Home > Biometric Capturing > Photograph



Uniform Background ✓

Adequate Exposure ✗

Eyes not red ✓

Facial Detection ✓

Image is in focus ✓

Person facing forward ✓

Glasses Detected ✓

Head must be upright ✓

Left Eye Detected ✓

Mouth must be shut ✓

Right Eye Detected ✓

No shadows detected ✓

ICAO Success ?

[Manual Photo Capture](#)

View Timeline


Cancel

Bypass

Next

Refresh

Screen 4: Photograph

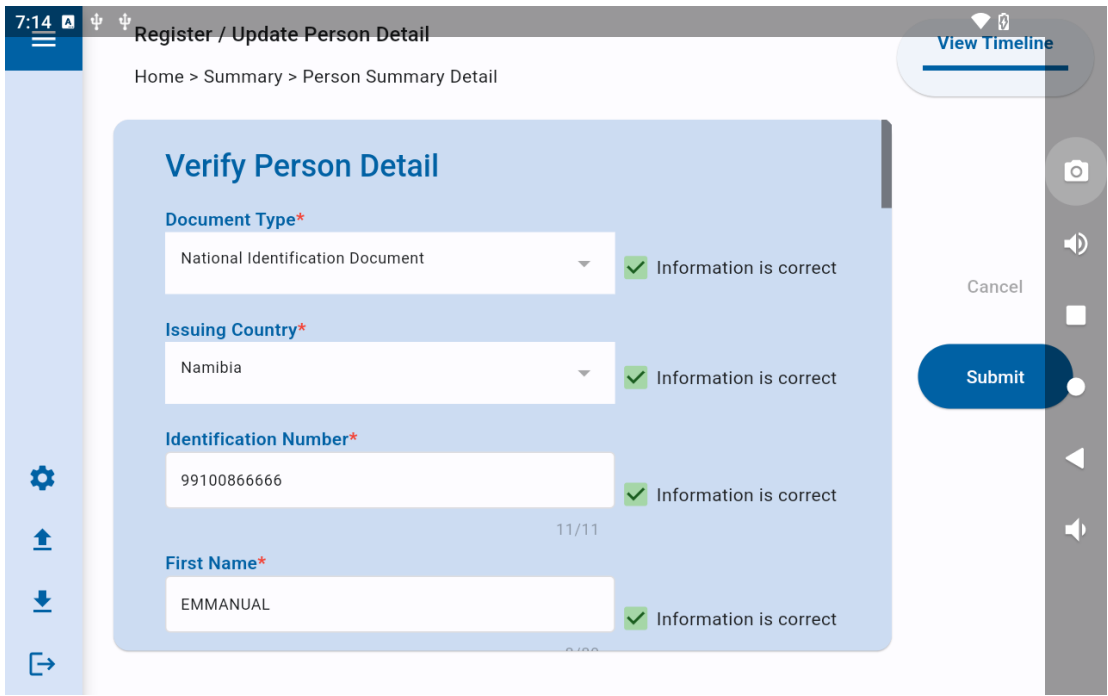
Step	Action/Example
Step 1. Capture Photograph.	<p>To capture a photograph the live feed will start and once all ICAO checks have passed, the system will take the image automatically.</p> 

Step	Action/Example
Step 2. Manual Photo Capture.	<p>If the system does not capture the photo automatically due to bad lighting, the Manual Photo Capture button can be selected.</p> <p>It will display under the live feed and become available after 5 seconds of the ICAO checks failing.</p> <div data-bbox="660 506 1147 624" data-label="Image"> </div> <div data-bbox="668 667 753 750" data-label="Image"> </div> <p><u>The button can only be selected if critical ICAO checks have passed. Example (Person facing forward).</u></p> <p>When selected, the photo will be captured successfully.</p>
Step 3. Bypass Photo Capture.	<p>If a photograph cannot be captured for any reason, the Bypass button can be selected on the top right-hand side of the ICAO checks.</p> <div data-bbox="668 1099 995 1227" data-label="Image"> </div> <p>When the Bypass button is selected, the system will take an image of whatever is in front of the Camera.</p>
Step 4. Refresh Photo capturing screen.	<p>If a restart of the photo capturing process is required, for example, either a mistake occurred, or the photograph is not high enough quality, the Refresh button can be selected and the process of photo capturing will restart.</p> <div data-bbox="660 1576 987 1704" data-label="Image"> </div>
Step 5. Select Next to continue.	<p>Once an image has been captured the Next button must be selected on the right-hand side of the screen to continue to the Signature capture screen.</p>

Step	Action/Example
	

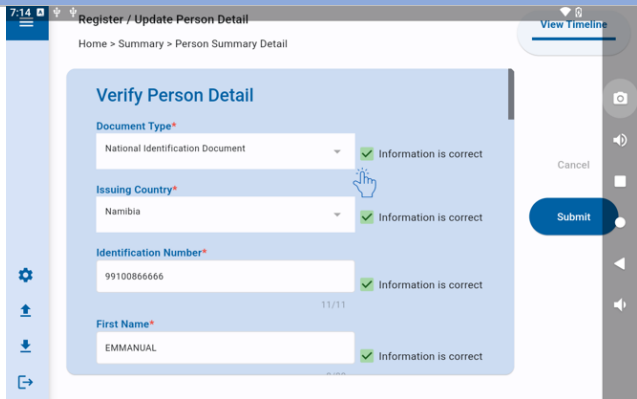
3.2.6 Person Summary Detail

Person Summary Detail

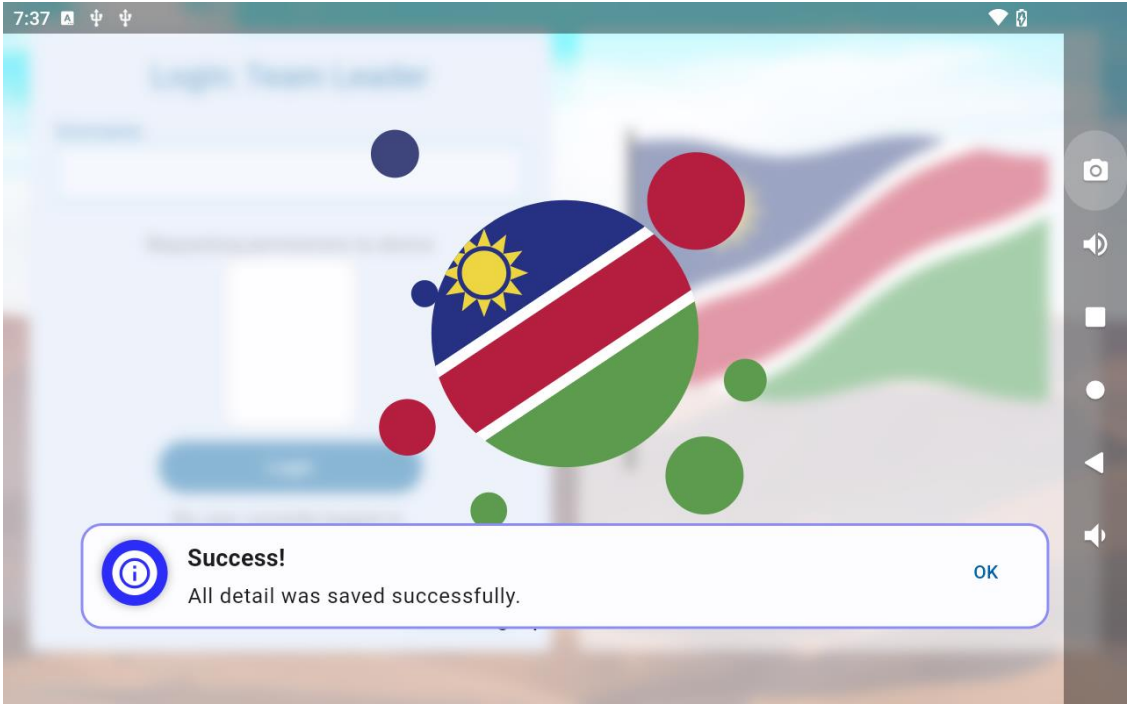


Screen 6: Person Summary Detail

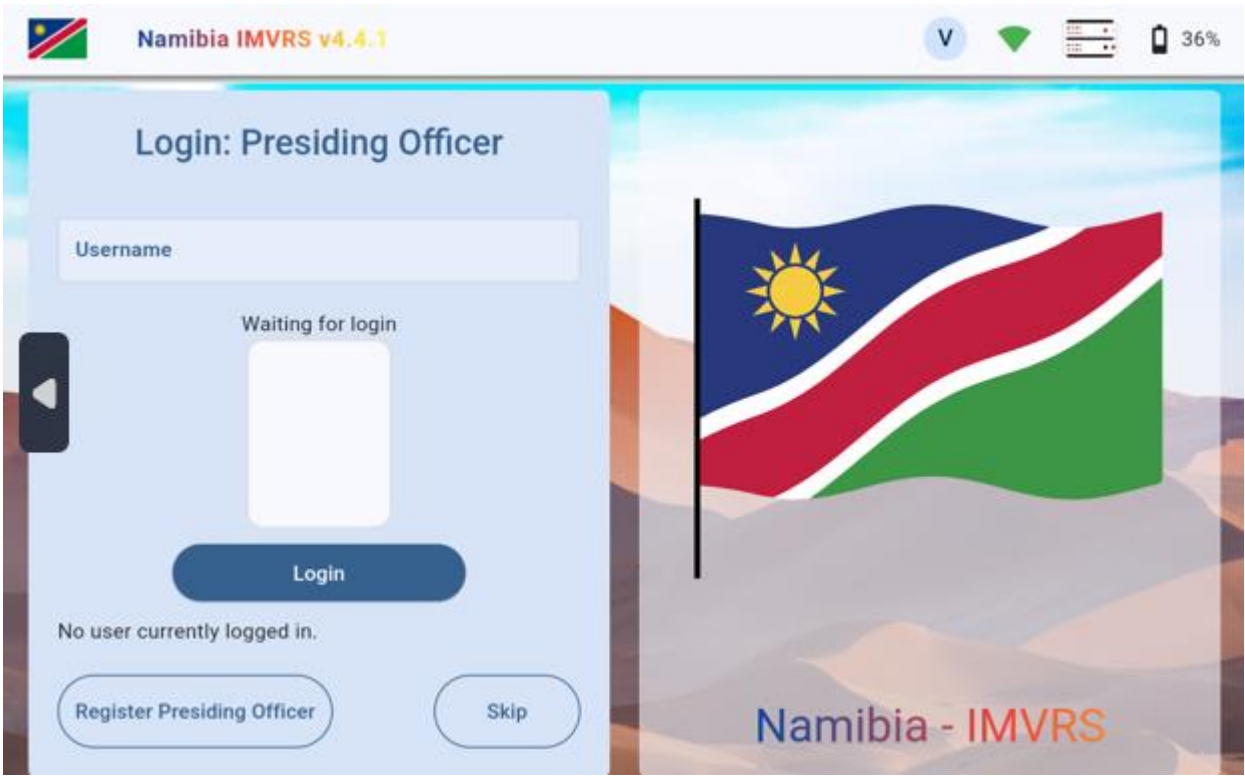
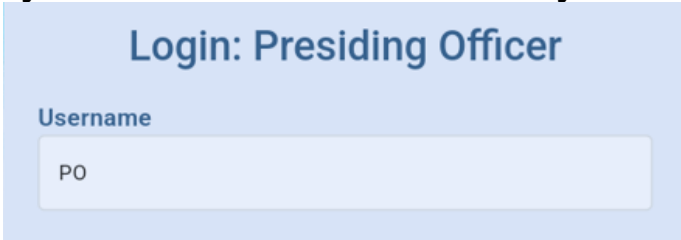
Step	Action/Example
Step 1. Confirm information on the Person Summary screen.	Once on the Person Summary screen, the user must confirm all the details captured throughout the transaction. If changes are necessary, the user can select the green tick box to untick and then make the required changes.

Step	Action/Example
	 <p>To confirm the changes, reselect the checkbox after changes have been made.</p>

3.2.7 Submission of Presiding Officer

	
Screen 7: Submit New Person Detail	

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Step	Action/Example
<p>Presiding Officer logging In.</p>	
	<p>To login with Presiding Officer, the Presiding Officer's Username must be entered into the Username field provided. The first Presiding Officer created on the system's username will automatically be named PO</p>  <p>Place any finger captured during Person Registration on the scanner provided on the Tablet.</p>

Step	Action/Example
	<div data-bbox="320 230 1294 857" data-label="Image"> </div> <p data-bbox="320 891 1192 931">Once a finger has been placed on the scanner, select Login.</p> <div data-bbox="320 931 1062 1099" data-label="Image"> </div> <p data-bbox="320 1099 1575 1211">Once the Presiding Officer has been logged in successfully, the system will display under the login button the name of the User and will then display the screen to login as Operator.</p>

Step	Action/Example
	<div data-bbox="320 230 999 1032">  </div> <p data-bbox="320 1032 1492 1075">If the user wishes to only log in with the Presiding Officer, select the Skip button.</p> <div data-bbox="320 1075 772 1312">  </div>

3.3 Geographical Location for Verification Mode

General Rules

Registration for both

Region*

Constituency*

Local Authority*

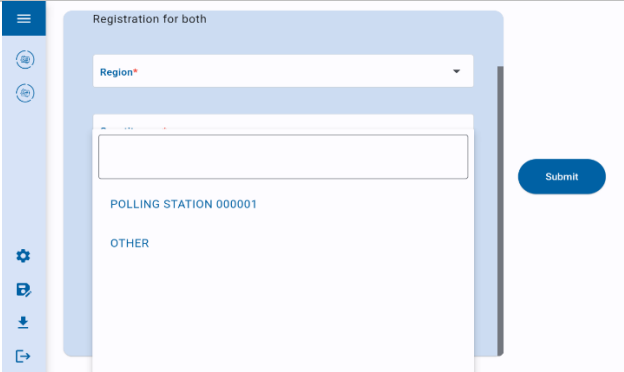

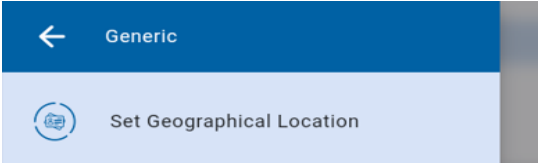
Polling Station

Polling Station*

Submit

Screen 1: Geographical Location

Step	Action/Example
Step 1. Select Geographical Location upon first Login.	When logging into the system for the first time when in verification mode, select which Region/Constituency and Local Authority you are situated in.
Step 2. Selecting / Adding Polling station.	<p>The Polling Station must also be selected from the dropdown provided or if the required Polling Station is not stated in the list, OTHER can be selected and the Polling Station (Other) field will become available to type in the required station.</p>

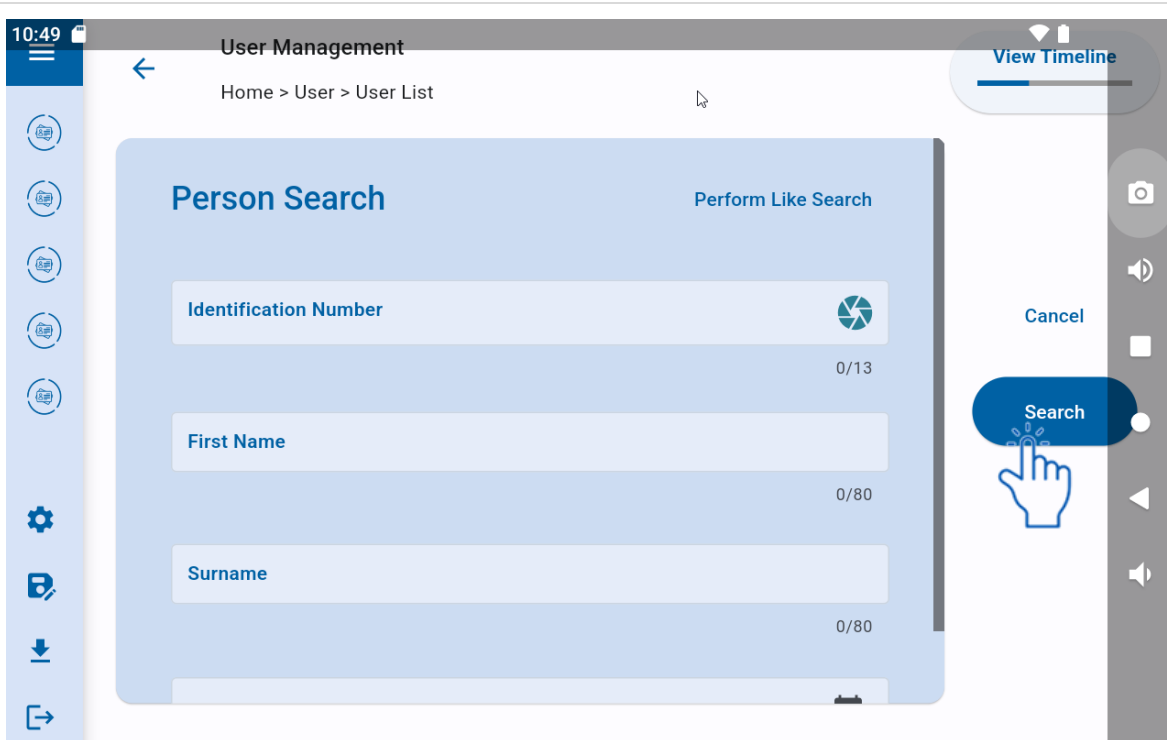
Step	Action/Example
	<div data-bbox="786 230 1412 600">  </div> <p data-bbox="786 638 1412 712">Once happy with the geographical location, select Submit.</p> <div data-bbox="804 779 1098 902">  </div> <p data-bbox="786 943 1412 1093">If changes are required or a mistake was made, the Generic menu item can be selected and then Set Geographical Location.</p> <div data-bbox="786 1126 1326 1288">  </div>

3.4 Registering Operator

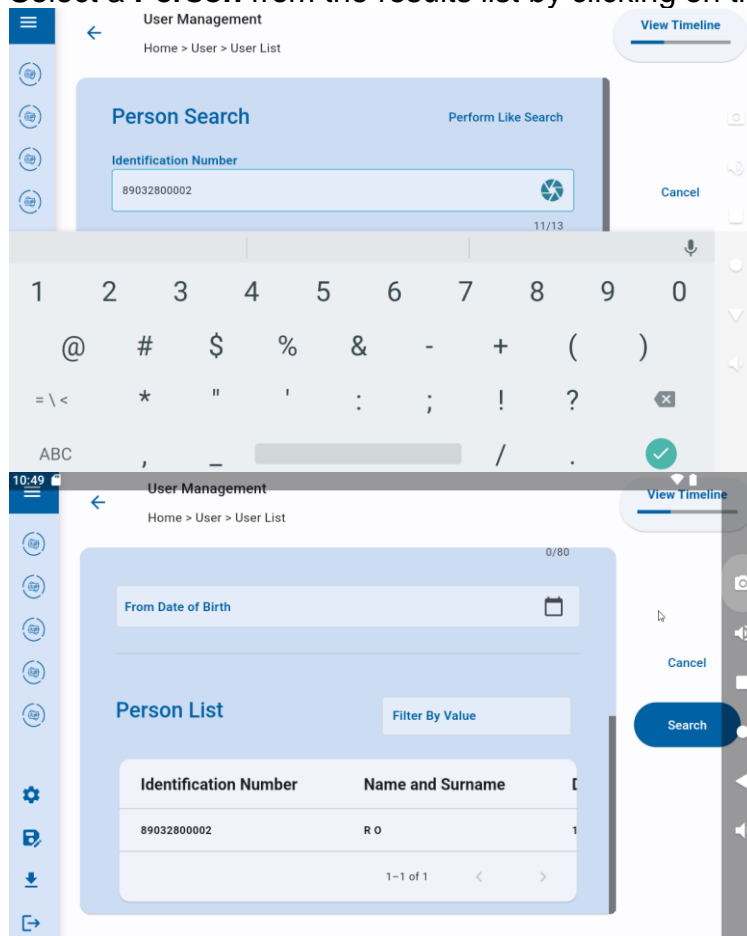
3.4.1 Register Operator

Register Operator

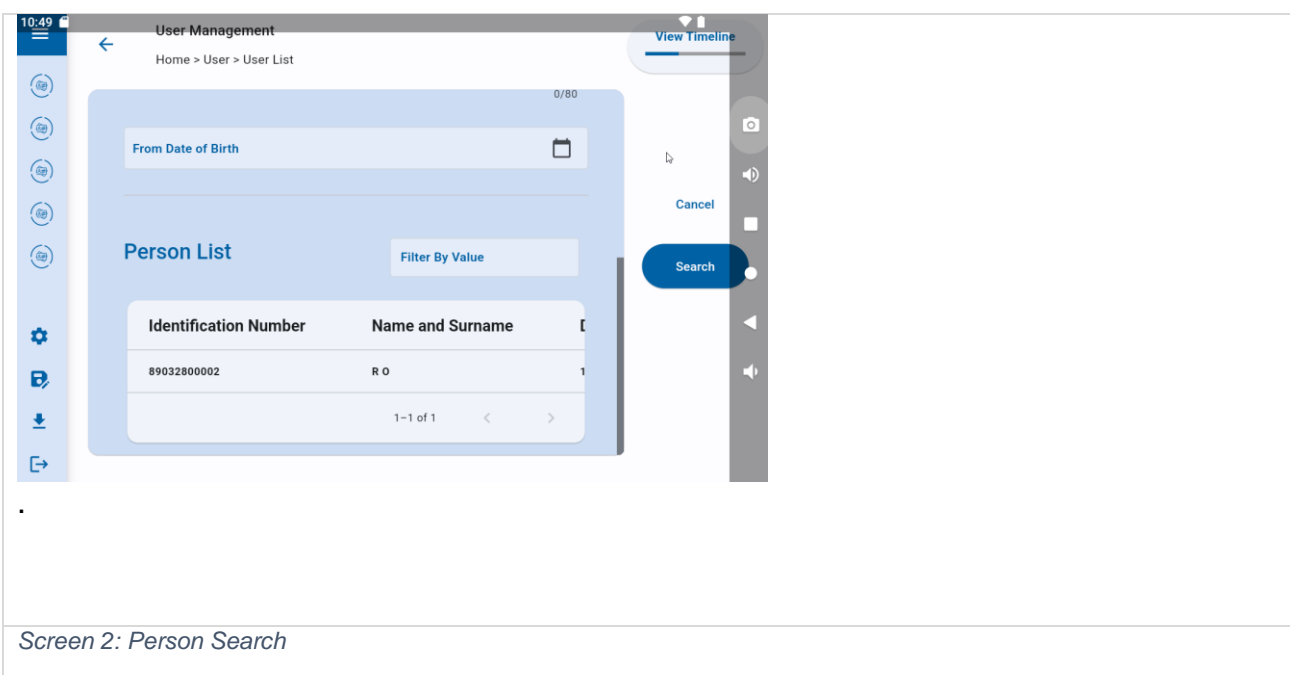
From the **User List** menu, search for a valid **Person** using the available criteria fields.



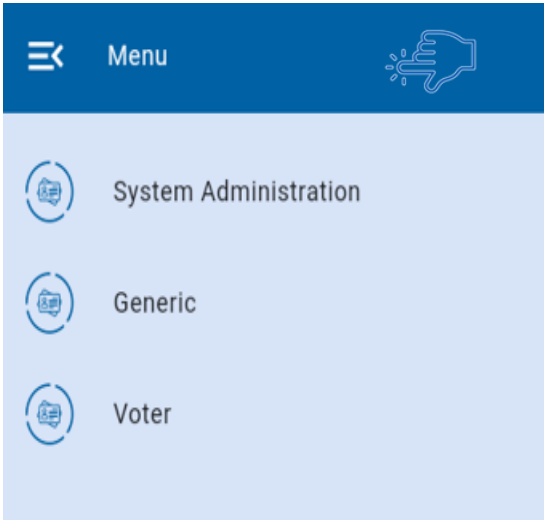





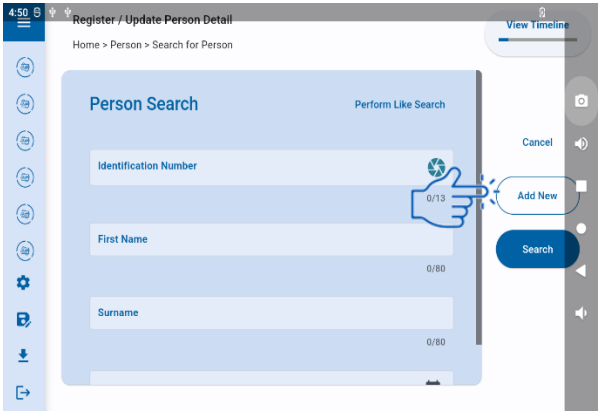
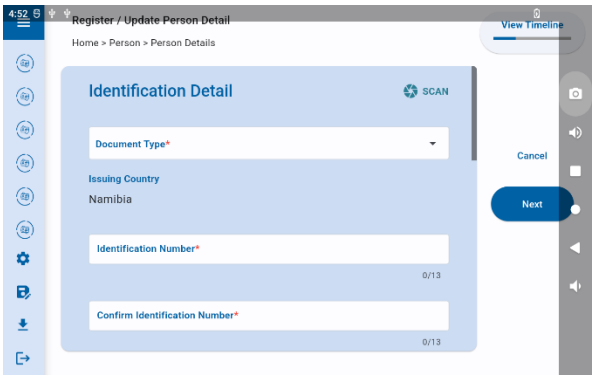

Select a **Person** from the results list by clicking on the **Person** from the list.

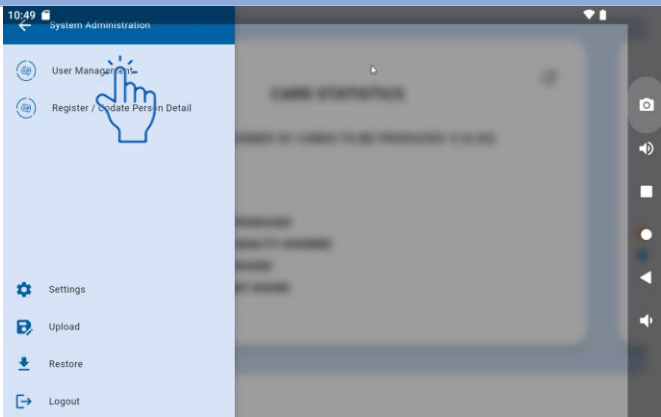
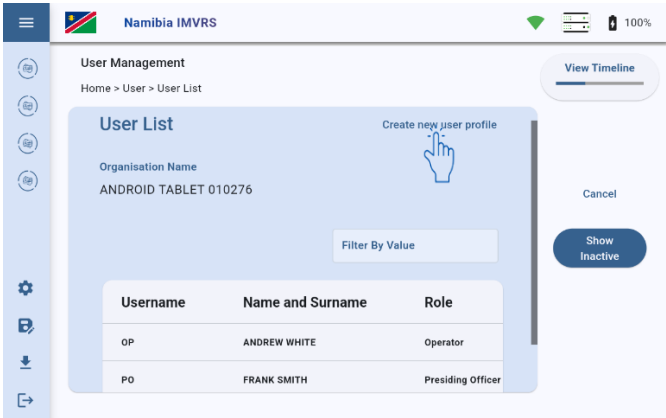


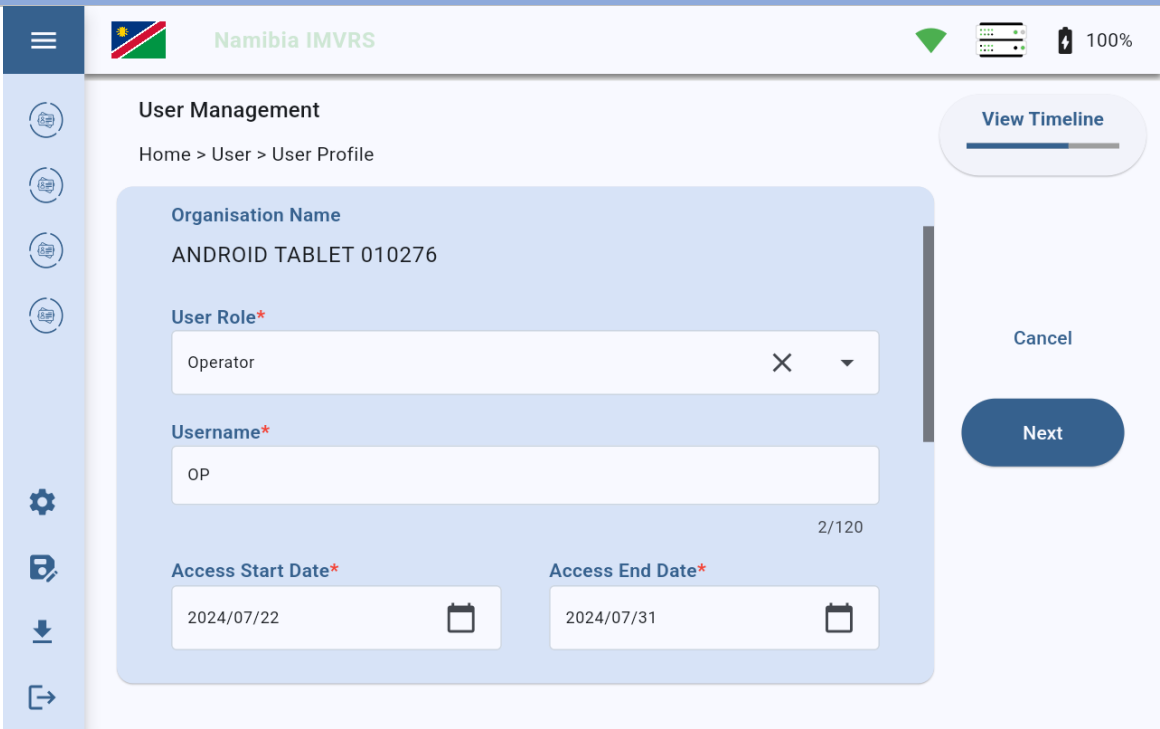
Select a **Person** from the results list by clicking on the **Person** from the list.



Step	Action/Example
Step 1. Initialising Register Person Transaction.	<p>Select Register/Update Person detail by selecting the button displaying 3 lines on the top of the menu list on the left-hand side of the screen.</p>  <p>The menu flyout will then display. Select the System Administration menu.</p>   <p>Once the System Administration menu has been selected, an updated menu will display. Select Register / Update Person Detail to start capturing a new Person.</p>

Step	Action/Example
	<div data-bbox="363 246 975 521">  User Management  Register / Update Person Detail  </div> <p data-bbox="363 560 1388 595">The Person search screen will then display, select the Add New button.</p> <div data-bbox="363 629 963 1039">  </div> <p data-bbox="363 1075 983 1111">The Person Detail screen will then display.</p> <div data-bbox="363 1144 957 1518">  </div>
Step 2. Capturing all Person details for an Operator.	Refer to section 3.2.1 up until 3.2.5 on how to register a new Person for an Operator. Capture Person Detail
Step 3. Adding the Person to a User Role.	 <p data-bbox="363 1881 1465 1953"><u>To Create a new user a Person first needs to be created and then added to a User Role using User Management.</u></p> <p data-bbox="363 1955 1528 2020">From the Home screen, select the top menu option of the left-hand side menu. This will bring up two options. Select the User Management option.</p>

Step	Action/Example
	 <p>From the User Management menu, select the Create new user profile option.</p>  <p>From the dropdown, select a User Role for the User Profile being created. Enter the Access Start Date and Access End Date from the calendar icon.</p> <p>Once the required fields have been captured, select the Next button</p>

Step	Action/Example
	

3.4.2 Logging IN and OUT

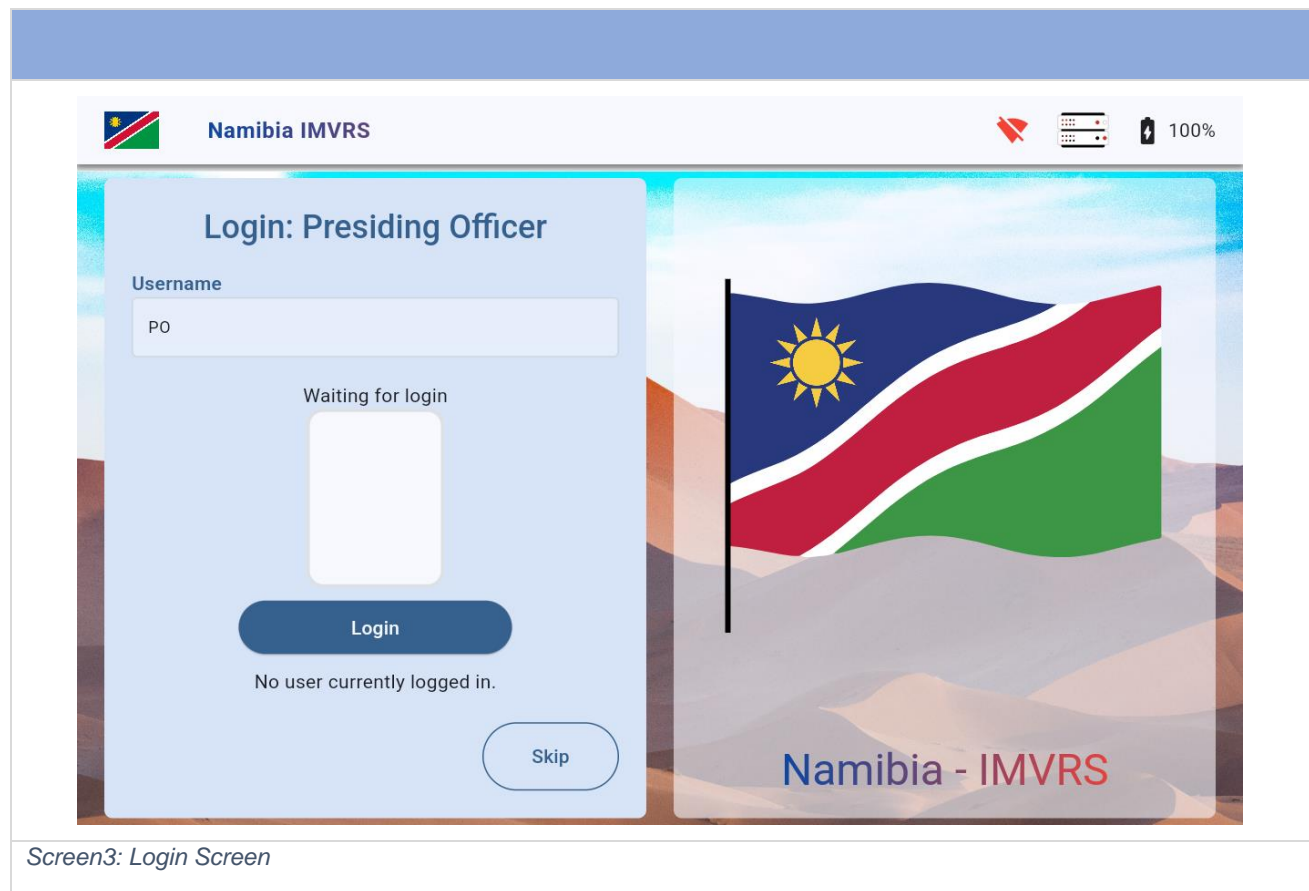
Logging in and out of System

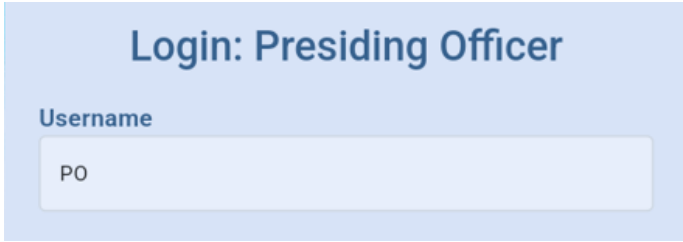
User Roles Associated with this Section

The table below lists the different role players (users) and the function(s) that they will perform:

Role	Description
Presiding Officer	A Presiding Officer can be used to create new users and perform basic system functions.
Operator	An Operator will be able to Verify Voters.

3.4.3 Logging In


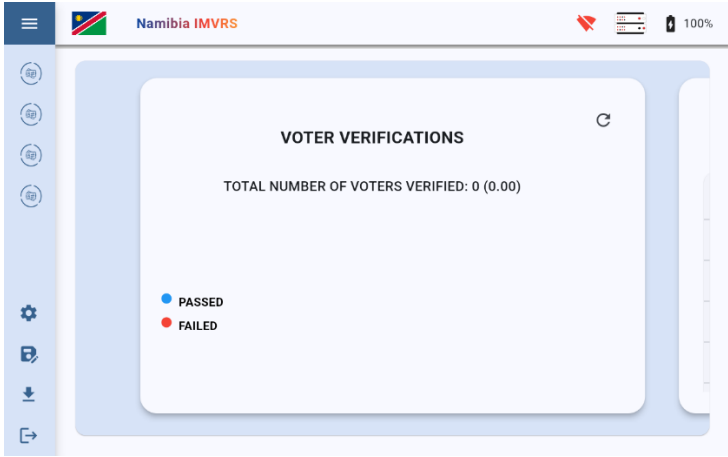


Step	Action/Example
Step 1. Log in in with Presiding Officer or Operator alone.	<p>To login with Presiding Officer, the Presiding Officer's Username must be entered into the Username field provided. The first Presiding Officer created on the system's username will automatically be named PO.</p>  <p>Place any finger captured during Person Registration on the scanner provided on the Tablet.</p>

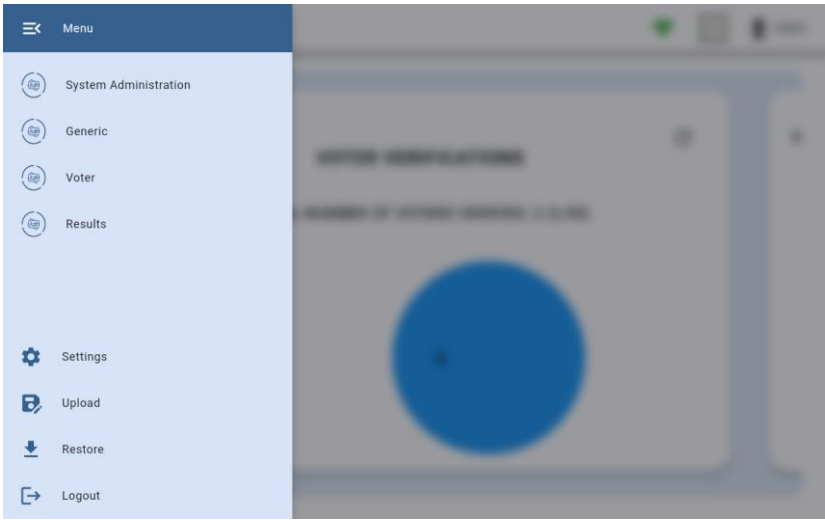
Step	Action/Example
	<div data-bbox="464 244 1439 873" data-label="Image"> </div> <p data-bbox="464 909 1337 947">Once a finger has been placed on the scanner, select Login.</p> <div data-bbox="464 981 1208 1153" data-label="Image"> </div> <p data-bbox="464 1189 1430 1301">Once the Presiding Officer has been logged in successfully, the system will display under the login button the name of the User and will then display the screen to login as Operator.</p> <p data-bbox="464 1341 488 1370">+</p> <p data-bbox="464 1447 1401 1520">If the user wishes to only log in with the Presiding Officer, select the Skip button.</p> <div data-bbox="464 1554 916 1798" data-label="Image"> </div> <p data-bbox="464 1836 1283 1874">The system will be logged in with Presiding Officer only.</p>

Step	Action/Example
	<div data-bbox="464 282 1195 734"> </div> <p data-bbox="464 808 1431 920">If the user wants to log in with Operator only. When they are on the Presiding Officer login screen, instead of logging in, they must select Skip. The Operator login screen will then display.</p> <p data-bbox="464 958 1382 1070">Add the Username for the Operator user. Once successfully logged in, the Presiding Officer screen will display. Select Skip and the Operator will then be logged in.</p> <div data-bbox="464 1099 1195 1552"> </div> <div data-bbox="475 1592 564 1668"> </div> <p data-bbox="464 1682 1412 1753"><u>In some cases, Geographical Location will display when logging in for the first time.</u></p> <p data-bbox="464 1789 847 1825">Set Geographical Location</p>
Step 2. Logging in with Presiding Officer and Operator together.	To log in with both Presiding Officer and Operator , the Presiding Officer's username must be entered into the Username field provided.

Step	Action/Example
	<div data-bbox="464 280 1198 736" data-label="Image"> </div> <p data-bbox="464 813 1273 851">Type in the Operator's username into the field provided.</p> <div data-bbox="464 884 1171 1122" data-label="Image"> </div> <p data-bbox="464 1160 1345 1232">Place any finger captured during Person Registration on the scanner provided on the Tablet.</p> <div data-bbox="464 1265 1439 1895" data-label="Image"> </div> <p data-bbox="464 1933 1337 1971">Once a finger has been placed on the scanner, select Login.</p>

Step	Action/Example
	 <p>The system will then Login.</p> 

3.4.4 Logging in With Presiding Officer roles

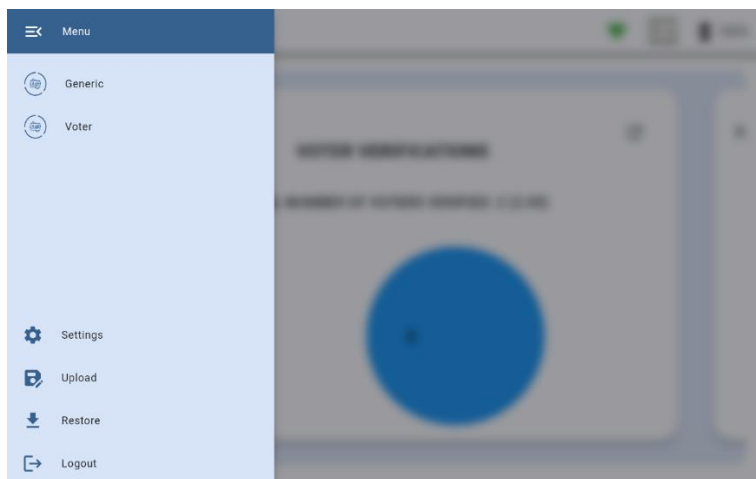
Log in with Presiding Officer	
	
Screen4: Presiding Officer Login	

Step	Action/Example
Step 1. Login with Presiding Officer.	Once logged in with Presiding Officer alone, refer to section 3.4.2 Logging in and out of system on how to log in.

Step	Action/Example
	<p>The Presiding Officer will have access to:</p> <p>System Administration</p> <ol style="list-style-type: none"> 1. User Management 2. Register/Update Person Detail <p>Voter</p> <ol style="list-style-type: none"> 3. Voter Enquiry <p>Results</p> <ol style="list-style-type: none"> 4. Capture Election Results

3.4.5 Logging in with Operator roles

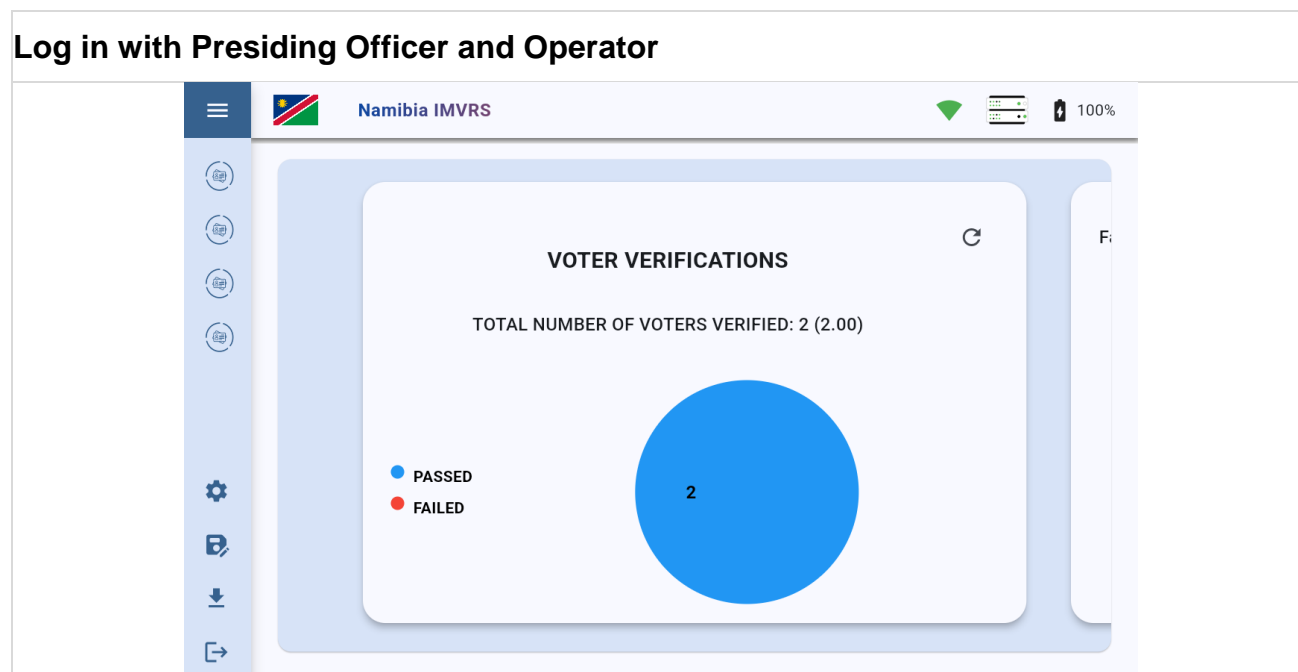
Log in with Operator



Screen5: Operator Login

Step	Action/Example
Step 1. Login with Operator.	<p>Once logged in with Operator alone, refer to section 4 Logging IN and OUT of system on how to log in.</p> <p>The Operator will have access to:</p> <p>Generic</p> <ol style="list-style-type: none"> 5. Set Geographical Location <p>Voter</p> <ol style="list-style-type: none"> 6. Verify Voter

3.4.6 Logging in With Presiding Officer & Operator Combined to perform verification

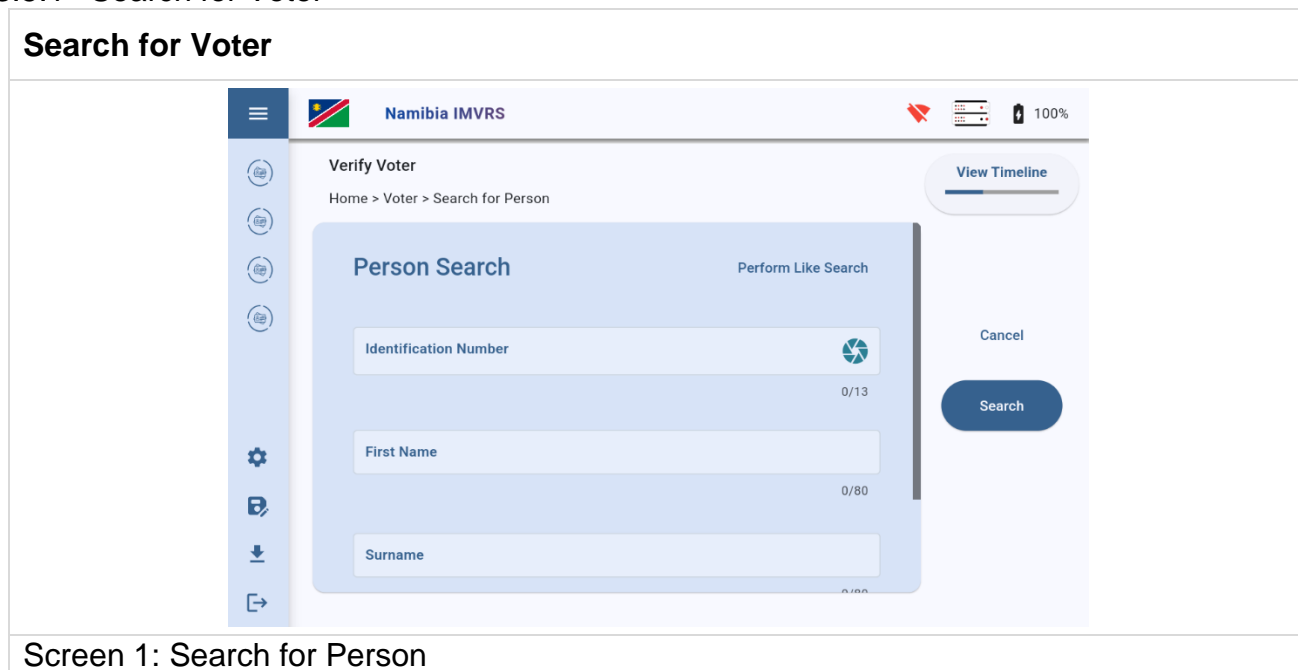


Screen6: Presiding Officer & Operator Login

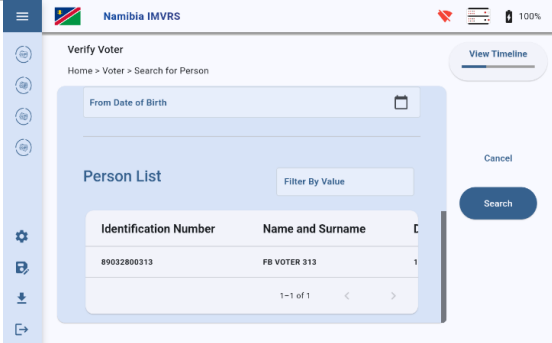
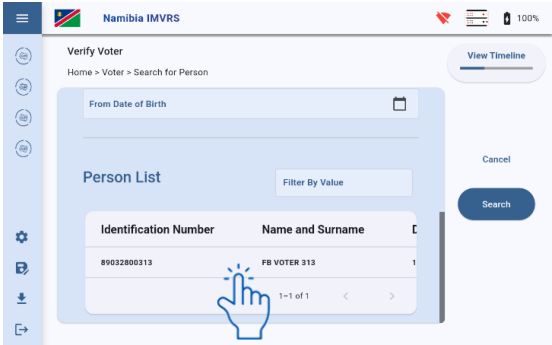
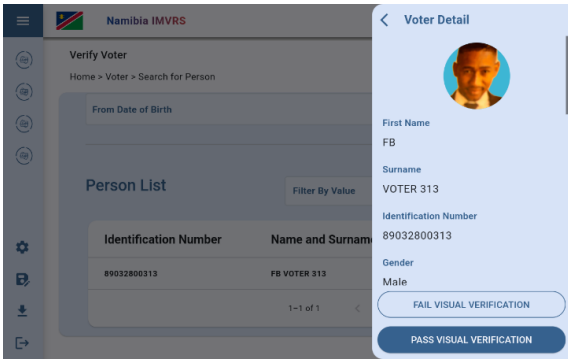
Step	Action/Example
Step 1. Login with Presiding Officer and Operator.	<p>Once logged in with Presiding Officer and Operator together. The combined login will have access to:</p> <p>System Administration</p> <ul style="list-style-type: none"> 7. User Management 8. Register/Update Person Detail <p>Generic</p> <ul style="list-style-type: none"> 9. Set Geographical Location <p>Voter</p> <ul style="list-style-type: none"> 10. Voter Enquiry 11. Verify Voter <p>Results</p> <ul style="list-style-type: none"> 12. Capture Election Results

3.5 Verification of Voter

3.5.1 Search for Voter



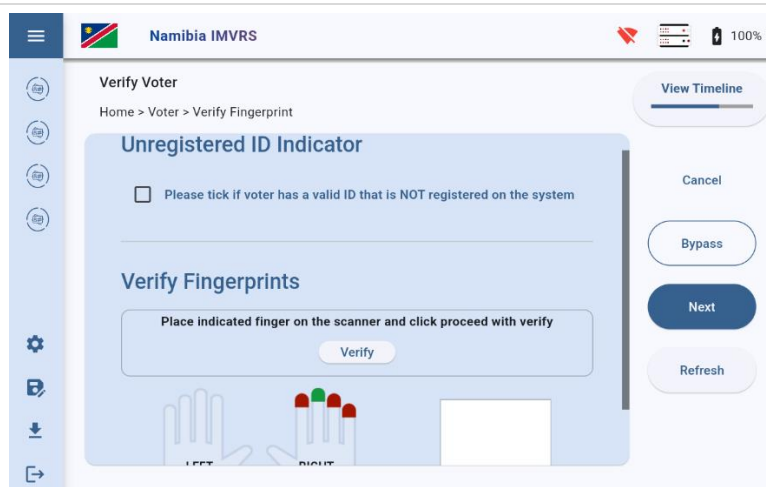
Step	Action/Example
Step 1. Select Verify Voter.	From the Home screen, on the left-hand Flyout menu, select the bottom option. This will display the Voter options. Select the Verify Voter option. <div data-bbox="810 1240 1362 1585" data-label="Image"> </div>
Step 2. Search for a Voter.	Search for a Voter by entering any or all of the criteria in the Search for Person screen and selecting Search .

Step	Action/Example
	
Step 3. Selecting a Voter.	<p>Once the Voter has been found, select the Voter by clicking on their name in the Person List.</p> 
Step 4. Confirm Voter Detail.	<p>Once the Voter has been selected, the right-hand Flyout menu will display. The User then has the option of either Fail Visual Verification or Pass Visual Verification.</p> 

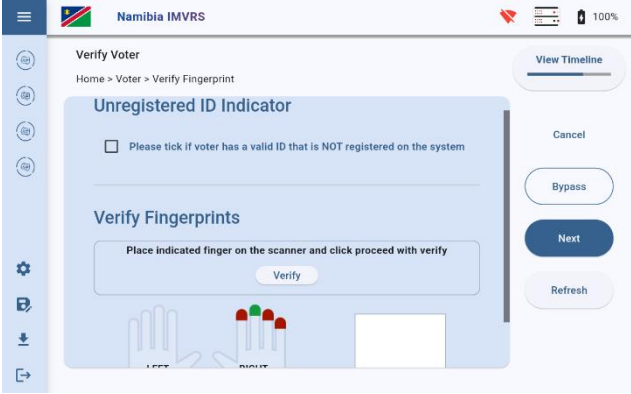


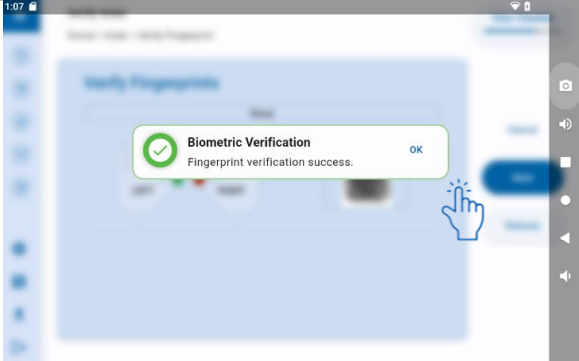

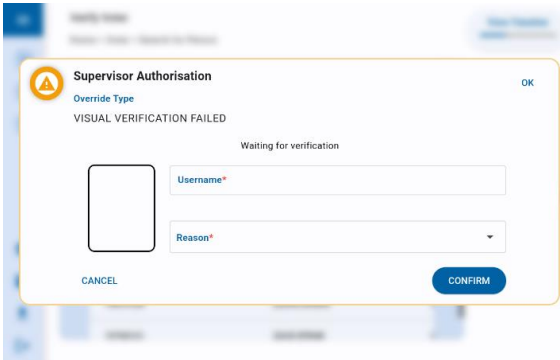
3.5.2 Verify Fingerprints for Pass Visual Verification

Verify Fingerprints



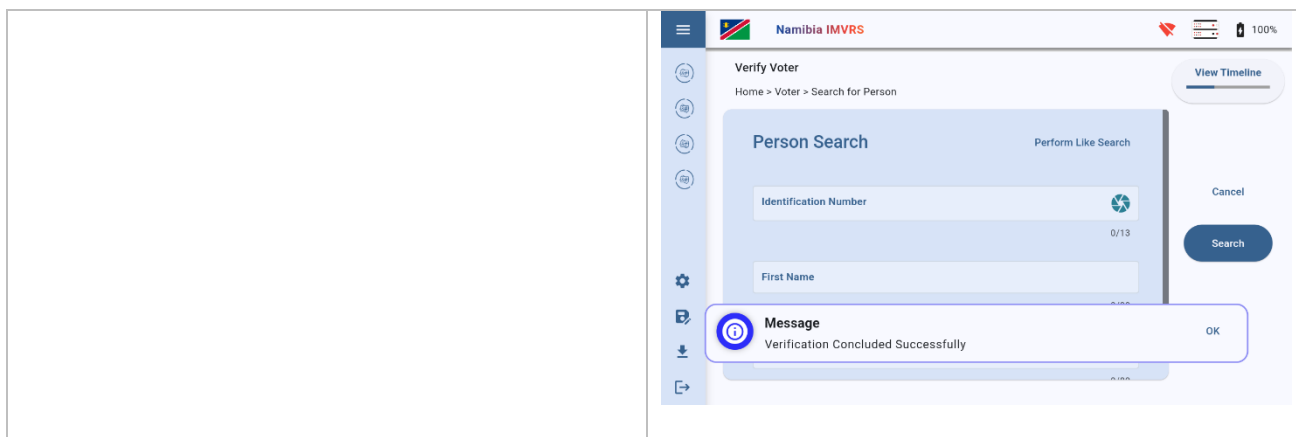
Screen 1: Verify Voter Fingerprint

Step	Action/Example
<p>Step 5. Pass Verification Verify Fingerprints.</p>	<p>If Pass Verification is selected, the Verify Fingerprint screen will display. Request the Voter to place their highlighted finger (in green) on the fingerprint scanner, and select the Verify button.</p> 
<p>Step 6. Confirm Verification.</p>	<p>Once the Voter's fingerprints have been scanned and verified successfully, the system will notify the user that it's been successful. The user can then select the OK button to close the message.</p>

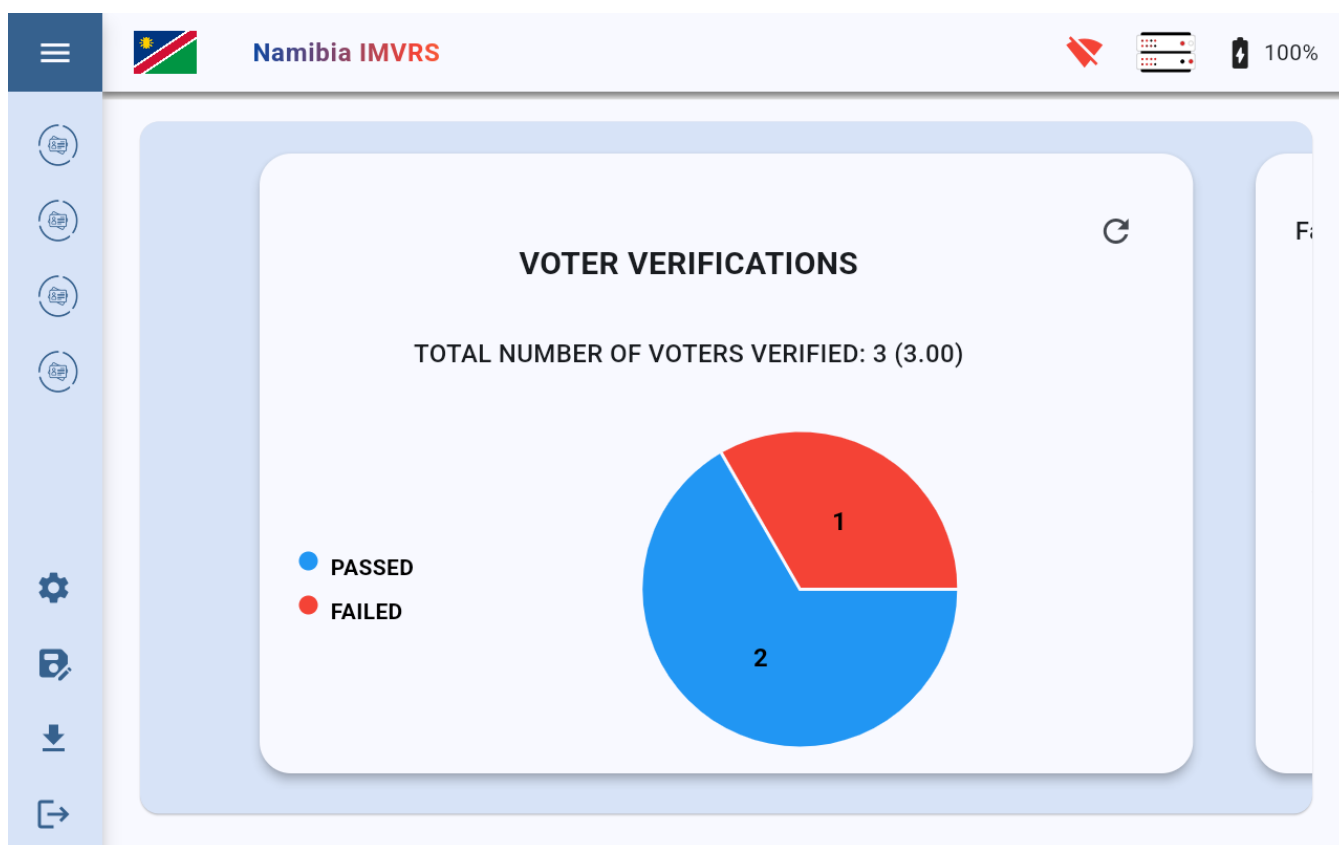
Step	Action/Example
	
<p>Step 7. Bypass Fingerprint Verification.</p>	<p>If the Voter's hands are injured and they cannot provide any fingers for verification, the Bypass button can be selected.</p>  <p>Once selected, Supervisor Authorisation will occur.</p>  <p>Please refer to section 13 on steps to take in order to authorise successfully.</p>
<p>Step 8. Verification Results.</p>	<p>On the Verification Results screen, the user is presented with a summary of the Verification Results.</p>

Once the verification has been completed, the user can select the **Close** button to save the information.

The following **Confirmation** message will then be displayed. Select the **OK** button to acknowledge the message, and to continue using the system.



3.5.3 Voter Verification Summary



CHAPTER FOUR

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- Duties and Responsibilities of Polling Officials

DUTIES AND RESPONSIBILITIES OF POLLING OFFICIALS

4.1 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.

Duties and responsibilities of the Presiding Officer

- (a) He or she is answerable to the Returning Officer in the constituency;
- (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;
- (d) He or she shall ensure that election equipment is properly handled and only dealt with in accordance with the law and practice;
- (e) ensure that the **voting compartment is arranged in such a way that any one entering or leaving the compartment can be seen** by him or her or any of his or her assistants (i.e. the polling officers);
- (f) from time to time during polling, the presiding officer shall check and inspect the polling booth to see whether a properly **sharpened pencil** is secured in the compartment and that there are no unauthorized notices, papers, posters or objects;
- (g) shall see to it that the polling station is adequately furnished;
- (h) shall see to it that **ballot boxes and ballot papers are secured** during the polling, (**properly sealed and visible at all time**);
- (i) 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.**



*All Elect 3(a) “**Declaration of Secrecy**” forms shall be kept in a separate envelope provided for that purpose*

- (j) He or she 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;
- (k) He or she must regulate and control the number of voters permitted into the Polling Station;
and
- (l) 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).

- (m) He/she may allow television and other media to capture visuals of the polling station but only media personnel accredited and whom have produced his/her media accreditation and ECN accreditation credentials. The capturing of visuals **MUST** not interrupt the voting process.



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

- (n) 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;
- (o) He or she shall ensure that the elderly, pregnant women and people with disability are **given special preference**.

4.1.1 OCCURRENCE BOOK

The Occurrence Book shall be displayed at one of the tables in the 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.

It is a therefore the **duty of the Presiding Officer to ensure that the Occurrence Book is accessible and used as such.**



The Occurrence Book is **ONLY** meant for *registering complaints, incidents or occurrences* and **NOT** administrative records such as *serial numbers of seals or Ballot Box number*.



All Occurrence Books with recorded occurrences must be placed in an envelope clearly marked Occurrence Book, for submission to the Chief Electoral and Referenda Officer through the Returning Officer;

4.2 POLLING OFFICERS DUTIES AND VOTING PROCEDURE

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

STEP 1:

Voter Verification Officer 1 (Ultra violet light controller)	The Voter Verification Officer must: <ul style="list-style-type: none">(a) Verify that the voter registration card (VRC) produced is valid and belongs to the voter and the identity of the voter is not questionable;(b) Screen the potential voter's hand/fingers for any traces of invisible and indelible ink;(c) If traces of visible or indelible ink traces is detected on the voter's hand/fingers, the voter verification officer must notify the Presiding Officer for further action and complete Elect 15;(d) Complete Form 39, if the voter is not a registered voter for the constituency the concerned;(e) Allow the voter to proceed to the next voter verification officer.
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STEP 2:

Voter Verification Officer 2	The Voter Verification Officer must: <ul style="list-style-type: none">(f) Verify that the voter registration card (VRC) produced is valid and belongs to the voter and the identity of the voter is not questionable;(g) Verify that the voter is eligible to vote in election by searching for the voters' details on the voter verification device or by scanning the voter card;(h) Record on the electronic voters' verification device (Tablet) or soft-copy provided the name of the voter being verified.(i) Complete Elect 27, if the name of the voter does not appear on both VVD (tablet) and soft copy of the register;(j) Return the voter registration card to the voter and direct him or her to the inker.
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NAME NOT APPEARING ON VOTERS' ROLL:

Where a voter's name does not appear on both the Voter Verification Device and soft copy of the register, **BUT** the voter is in possession of a valid VRC (Voter Registration Card), the Voter Verification Officer shall bring it to the attention of the Presiding Officer. The Presiding Officer must verify the VRC before instructing the Voter Verification Officer to complete **Elect 27** and allowing the voter to vote.

STEP 3:

Inker	The Inker must: <ul style="list-style-type: none">a) Spray invisible ink on voter's fingertips on both hands;b) Apply indelible ink to the left thumb of the voter or any other finger if the voter does not have thumbs;
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Figure 1: Marking of Voter's Finger

The Inker must ensure that the voters finger is marked correctly, where the nail meets the cuticle.

STEP 4:

Ballot Paper Issuer 1 – Presidential Election	Ballot Paper Issuer must: <ol style="list-style-type: none"> Determine the authenticity of the voters' card (additional verification); Enter the voter registration number of the voter on the counterfoil of the ballot paper book; Check to ensure that official (secret) mark is visible on the back of the ballot paper before tearing the ballot paper from the counterfoil; Tear the ballot paper from the counterfoil; Fold the ballot paper and demonstrate to the voter how the ballot paper should be folded after being marked; Hand the ballot paper to the voter and direct him/her to the next ballot paper issuer.
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STEP 5:

Ballot Paper Issuer 2 – National Assembly Election	Ballot Paper Issuer must: <ol style="list-style-type: none"> Determine the authenticity of the voters' card (additional verification); Enter the voter registration number of the voter on the counterfoil of the ballot paper book; Check to ensure that official (secret) mark is visible on the back of the ballot paper before tearing the ballot paper from the counterfoil; Tear the ballot paper from the counterfoil; Fold the ballot paper and demonstrate to the voter how the ballot paper should be folded after being marked; Hand the ballot paper to the voter and direct him/her to the polling booth;
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The Ballot Paper Issuer (s) shall when directing the voter to the voting booth, as well inform the voter that after he/she has marked and folded the ballot paper; and has left the voting booth, he or she must show the **REVERSE SIDE** of the folded ballot paper to the Ballot Box Controller (for the latter to ascertain that such ballot paper **has been stamped** with the **Official secret mark**) before the voter cast his or her vote.

STEP 6 – 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, in such a way that the official (secret) mark at the back of the ballot paper can be seen. The voter then leaves the polling booth to cast his/her vote in the Ballot Box assigned for the specific election.

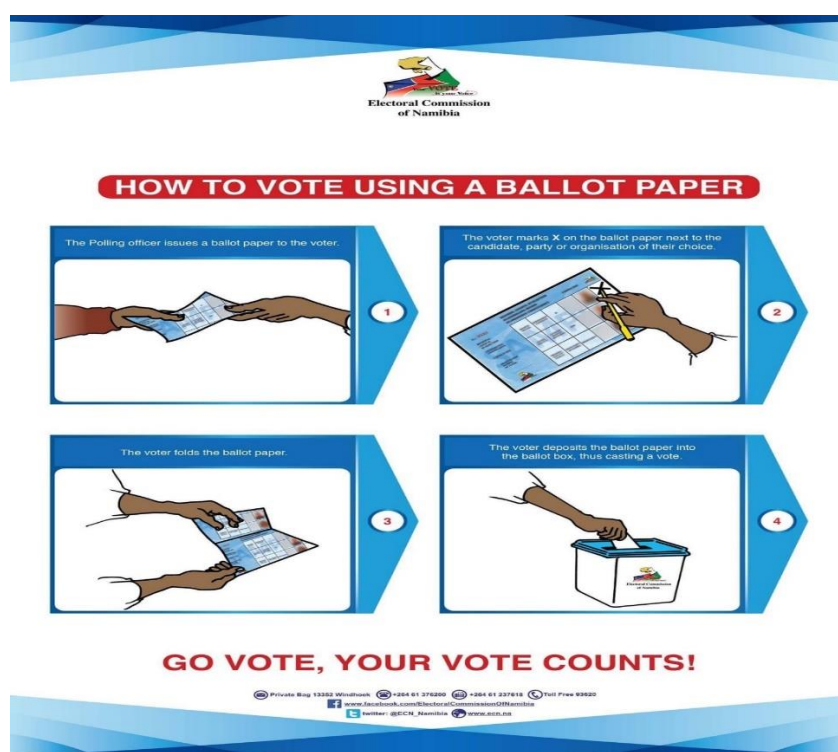


Figure 2: How to vote using a Ballot Paper

STEP 7

Ballot Controller	Box	Ballot Box Controller must:
		<ul style="list-style-type: none"> (a) ensure that the voter shows the reverse side of his/her marked and folded ballot paper(s); (b) ascertain that the ballot paper is stamped at the back with the official (secret) mark; (c) ascertain that the voter cast the correct ballot paper in the correct ballot box, of which the colors will be visible at the back of the ballot paper (i.e. Presidential Election (Blue Ballot Paper in Blue Ballot Box) and National Assembly (Yellow Ballot Paper in Yellow Box); (d) direct the voter to leave the polling station without any delay;

4.2.1 Duties and Responsibilities of the Police Officer

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.

Police Officer	The Police Officer must: <ul style="list-style-type: none">(a) oversee security at the polling stations prior to voting;(b) oversee security at the polling stations during voting and at the end of the polling day;(c) ensure that no political activities are conducted within 500m radius of the polling station;(d) remove unruly persons from the polling stations at the request of the Presiding Officer;(e) at the close of the poll at 21h00 on the instruction of the Presiding Officer stand at the back of the queue to ensure that no voter joins the queue after the close of the poll;(f) maintain law and order during counting;(g) oversee security of ballot boxes containing ballot papers, before, during and after the conduct of the poll.(h) escort and guard ballot boxes from polling stations to the collation centre.(i) escort all used and unused election materials from polling and counting stations to any point for safe-keeping;
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Police Officer are not allowed to perform any duties of the presiding officer/polling officials at any time. The main responsibility is safety and security of election materials and election officials and to ensure law and order at the polling station.

CHAPTER FIVE

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- Different scenarios which might arise at a polling station.

SPECIAL PROCEDURES:

5. The following are some situations which are not routine, but may arise at a polling station. The Presiding Officer must know how to handle them.

No.	Event	Action
5.1	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.
5.2	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.
5.3	IF A VOTER SUFFERS FROM A PHYSICAL DEFECT WHICH MAKES IT IMPOSSIBLE TO APPLY THE INK (e.g. voter with no hands)	Draw the matter to the attention of the Election Agents present and ALLOW the voter to complete the normal voting procedure and vote after ensuring that it is recorded as such on the Voter Verification Device and note this in the <u>OB</u>
5.4	A VOTER NEEDS ASSISTANCE IN VOTING DUE TO BLINDNESS	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 to interfere with the choice of such a voter or with exercising his/her franchise.
5.5	IF A VOTER SPOILS HIS/HER BALLOT PAPER	The Voter must return the spoilt ballot paper to the Presiding Officer, who must - (a) <i>give the voter another ballot paper,</i> (b) <i>retain the spoilt ballot paper which he/she shall immediately cancel and endorse with the word "SPOILT" diagonally inside the ballot paper, and</i>

		<p>(c) <i>forthwith record on the counterfoil of the ballot paper book the fact that it has been cancelled.</i></p> <p>(d) <i>The Presiding Officer shall then place the cancelled ballot paper into the <u>SPOILT BALLOT PAPER ENVELOPE.</u></i></p>
5.6	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.
5.7	IF THE POLLING STATION RUNS OUT OF BALLOT PAPERS	Continuously monitor the number of ballot books available. If the Presiding Officer notes that the ballot books are fast running out, timeously alert the Returning Officer to arrange for transfer of ballot books (Elect 31) from the nearest polling station to avoid the conduct of the poll to come to a standstill. Inform the Election Agents and Observers present should such a situation arise.
5.8	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.

CHAPTER SIX

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- What to do at the close of the poll;
- Account for ballot papers assigned to the polling station.

6. CLOSING OF THE POLL (STATION)

Polling closes at 21h00 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.**



Immediately after 21h00, a police officer may be assigned to stand at the end of the queue.

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

STEPS

- (a) Seal the aperture of the ballot box in use so that nothing could be inserted into such ballot box;
- (b) Log in to the tablet (voter verification device) and complete a return, **FORM 36** electronically in which he/she accounts for the number of ballot papers entrusted to him/her. Thereafter copy the information on the manual form (**FORM 36**);
- (c) Set aside the Tablet after completion of FORM 36 and proceed with the actual counting of the ballots.
- (d) Presiding officer will account for ballot papers received on Form 36 before breaking the seals to start counting.



It is very important that FORM 36 be completed correctly. Do not submit FORM 36 to the Returning Officer before making absolutely sure that accounting of ballot papers balance with the number of ballot papers received and used, spoilt and unused ballot papers returned.

CHAPTER 7

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to understand:

- How to count votes;
- Identify rejected ballot papers;
- Complete the announcement of results forms;
- Announce the outcome of the poll for the polling station.

7.1 INSTRUCTIONS AND PROCEDURES ON COUNTING

Counting of ballots shall commence immediately after the close of the poll at the polling station.

7.1.1 Before actual counting commence

- (a) Presiding Officers shall ensure that the names of the parties' / independent candidates Counting Agents were submitted to them before counting day.
- (b) Convert the polling station into a counting venue, by rearranging tables in such a manner as to provide a clear view to election agents/observers to observe the counting process;
- (c) Presiding Officer shall count the ballots assisted by Polling 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 the seal numbers before the opening of the ballot boxes.
- (f) After election agents verified the seals, the presiding officer will break the seals to open the ballot box.

7.1.2 The following counting procedure must be followed.



The Presiding officer must start counting the presidential election ballots first before counting the National Assembly election ballots.

- STEP 1:** Empty a ballot box with used ballot papers on a table.
- STEP 2:** Unfold and turn each ballot upside down and **check for secret mark** at the back of ballot papers.
- STEP 3:** Ballot papers without a secret mark shall be **REJECTED** ballot papers and shown to the audience (election agents, observers). Presiding Officers shall put such ballots aside and these ballot papers shall not be counted as valid votes. All other ballot papers as provided for in terms of Section 126(3) as outlined in the following section from which it cannot with certainty be determined the choice of the voter, shall be rejected.
- STEP 4:** Turn ballots face up.
- STEP 5:** Sort out and separate ballots according to Candidates / Political Parties.
- STEP 6:** Count and allocate votes to candidates / political parties separately in heaps of 10/20 ballot papers.



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 Political 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;



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

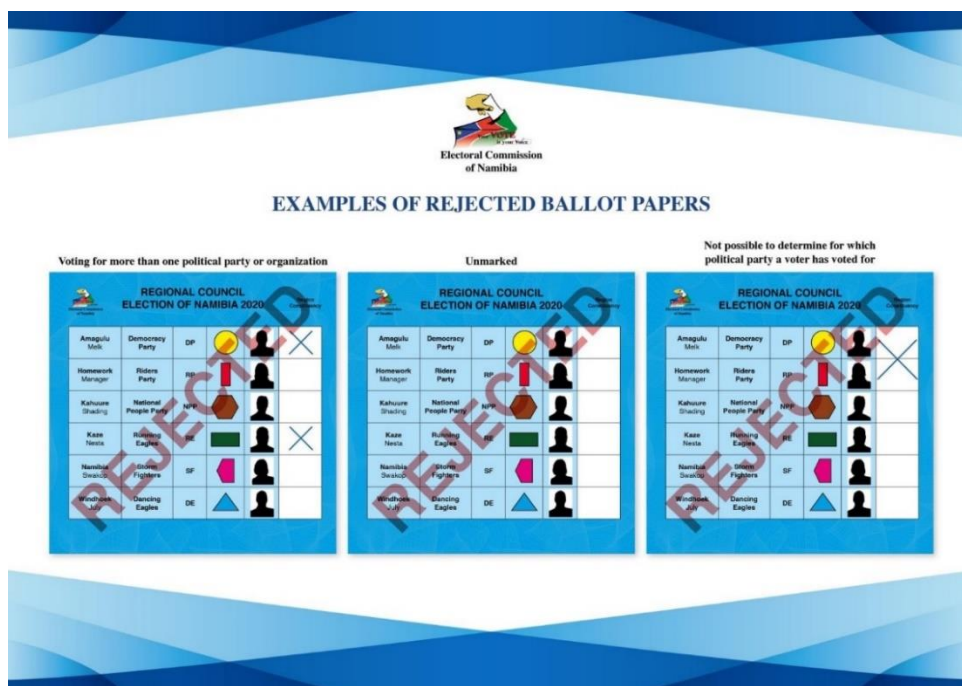




Figure 3: Example of rejected ballot paper – front



Figure 4: Example of rejected ballot paper – back

	<p>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</p> <ul style="list-style-type: none"> a) Surname or Name of Candidate; b) Name of Political Party/Organization; Abbreviated Name of the Political Party/Organization; c) Symbol of the political party/organization; or d) On the photo of the candidate or head of the political party, but not at the back of the ballot paper,
	<p>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 Form 36.</p> <p>Total ballot papers received should be <u>EQUAL</u> to ballot papers USED (in box) + ballot papers not used + ballot papers spoilt.</p>

Step 7

Upon completion of counting of votes & completion of results forms, Form 37 for each election, the PO must ask the counting agents to sign on Part C of Form 37 each election for counting agents to confirm the results, the Presiding Officer **MUST** –

- i. *Verbally announce the result on **Form 37** for Presidential Election and National Assembly Election (a separate Form 37 for each election) by reading the outcome of the poll for the polling station concerned commencing with the words “I (full*

name of presiding officer) the presiding officer for (name of the polling station) in the (name of the constituency) in the (name of the region), having ascertain 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 (number) of ballot papers have been rejected and (number) votes have been counted and the votes counted have been recorded for-.” This must be followed by the result of each candidate (Presidential Election) and political party (National Assembly Election).

- ii. Capture the result of the poll for the polling station using the Results Uploading Application on the Tablet and upload the results as referred to in Chapter Eight. If the polling station has no network connectivity, the Presiding Officer must proceed to the Collation Centre for uploading of the results.
- iii. Post a copy of the results (**Form 37**) for both Presidential and National Assembly Elections at the polling station;
- iv. **Form 37** is to be completed in duplicate, a copy to be posted outside the polling station, and **the original** to be delivered to the Returning Officer at the Collation Centre.
- v. After announcement of the results, the presiding officer must seal all ballot boxes containing ballot papers and metal box containing unused ballot papers and counterfoils and record all seals including the political parties’ seals on Form 35.



NB: The presiding officer is required, when making the announcement of the result to read the name of the candidate/political party in alphabetical order as it appear on the ballot paper and the votes allocated, audibly and distinctly.

Step 8

Elects 3(a), Elect 27 and Elect 31, FORM 35, FORM 36, FORM 37, FORM 39 and all other completed forms by the Presiding Officer **MUST** be put in a separate Envelopes and handed over to the Returning Officer at the Collation Centre for verification before collating all the results from all polling stations.



The Presiding Officer MUST carefully read, understand, complete and sign where necessary every electoral FORM required to record or facilitate the process of voting, counting and announcement of results.

STEP 9

The following items shall be placed in the metal box(es):

- (i) unused ballot papers;
- (ii) envelopes with spoilt ballot papers;
- (iii) ballot paper books not completely used (placed into packets and sealed);
- (iv) secret mark stamp (placed into the envelope provided and sealed);
- (v) counterfoils of used ballot papers (sealed in envelopes);

- STEP 10:**
- (a) allow Election Agents to also affix their seals to such ballot box(es), packets and or envelopes.
 - (b) ensure that the sealed ballot boxes, packets and envelopes be transported to the Collation Centre for the Constituency and cause such materials to be delivered to the Returning Officer.



DO NOT put/ enclose the above in the ballot box(es) with ballot papers!

7.1.3 At collation centre the Returning Officer must:

- (i) Verify the seals on ballot boxes containing ballot papers with Form 35;
- (ii) Verify and reconcile with assistance of verifiers and auditors the correctness of the return (Form 36) furnished by the Presiding Officer;
- (iii) Verify the correctness of Form 37 – counting and announcement of the results at the polling station by the Presiding officer;
- (iv) The Auditor must capture the Form 37 on the electronic tally sheet as an additional means of verification and comparison with the ERMS;
- (v) Capture the results in the Election Results Management system (ERMS);
- (vi) Complete Form 26 and Form 28 each in duplicate.
- (vii) Request the political party counting agents to sign the results in the space provided on Form 26 and Form 28 to confirm the results before announcing the preliminary results of the constituency in the presence of authorized persons.
- (viii) The Returning officer, when preliminary announcing the results at the collation centre must verbally announce the results as provided for on Form 26 and Form 28 as follows: ***“I (full name of returning officer) the returning officer for (name of the constituency) in the (name of the region), having ascertained the result of the constituency in accordance with the provisions of Act, hereby make known that (number) of ballot papers have been rejected and (number) votes have been counted and the votes counted have been recorded for-.” Proceed to read the result attained by each candidate or political party.***



NB: The presiding officer is required, when making the announcement of the result to read the name of the candidate/political party in alphabetical order as it appear on the ballot paper and the votes allocated, audibly and distinctly.

CHAPTER EIGHT

Planned Outcomes of this Chapter

After working through this Chapter, the user should be able to:

- Electronically complete the result forms;
- Upload the election results for the polling station.


8. Election Results Upload


User Roles Associated with this Section

The table below lists the different role players (users) and the function(s) that they will perform:




Role	Description
Presiding Officer	The Presiding Officer role can only be used to Upload Results.









Search Election





Namibia IMVRS

 60%



Capture Election Results

Home > Results > Select Election

Form Filter

Election Cycle Name*

Ballot Books Received*

0/10


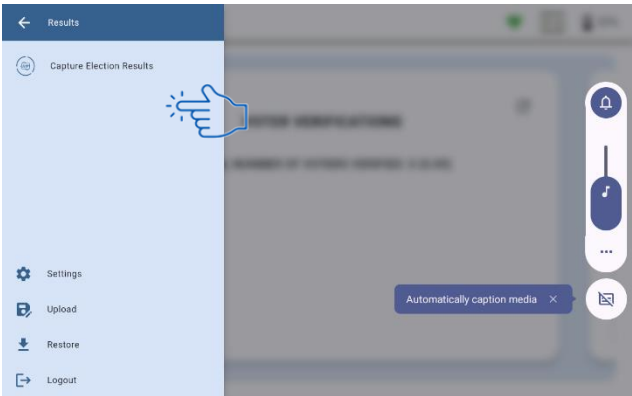
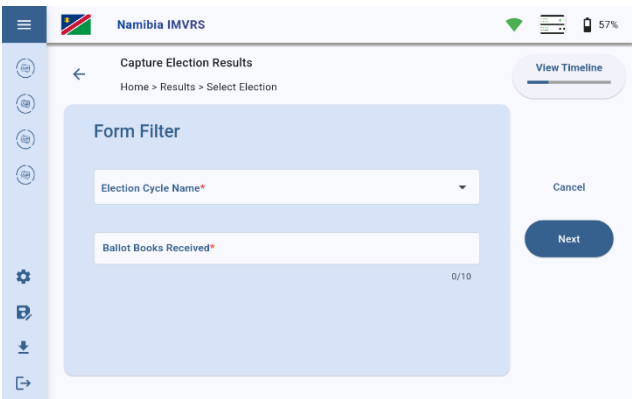

View Timeline


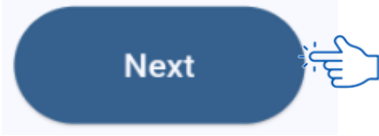
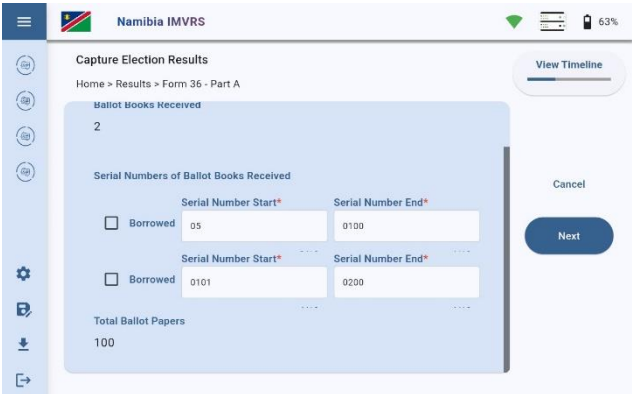
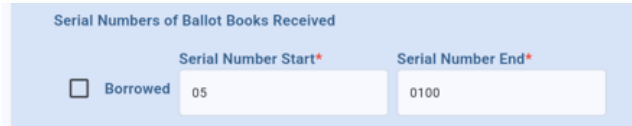
Cancel

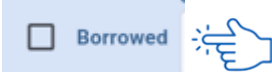
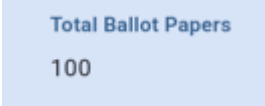

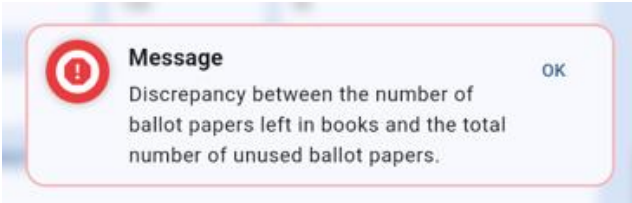
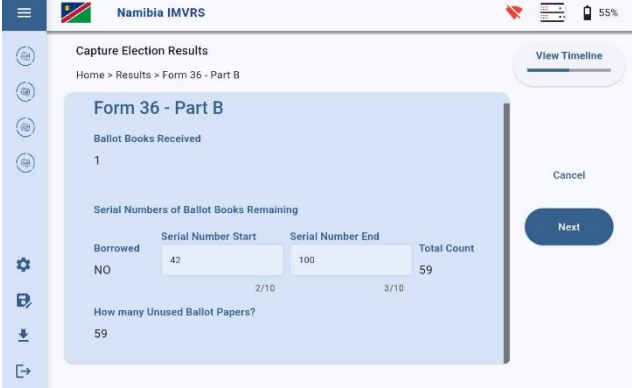
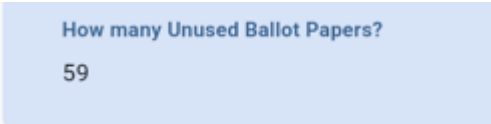
Next

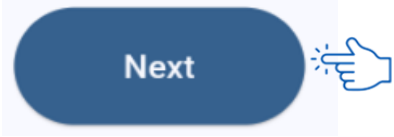
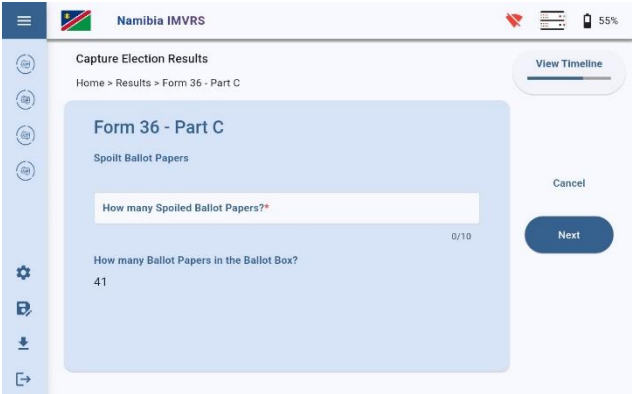



Screen 1: Select Election

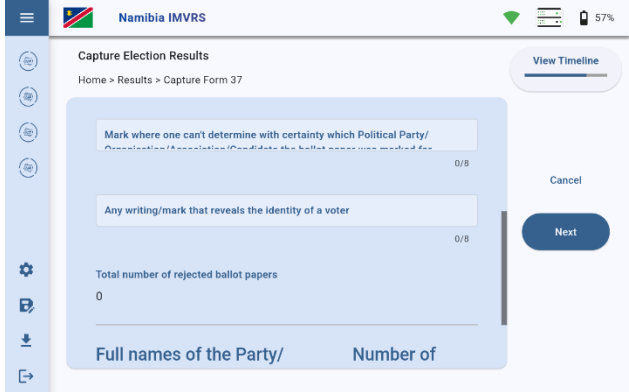
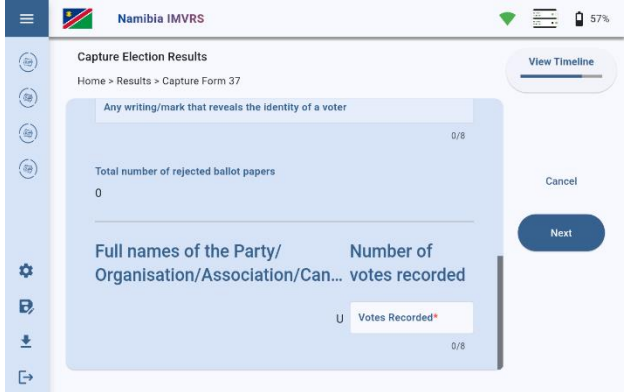

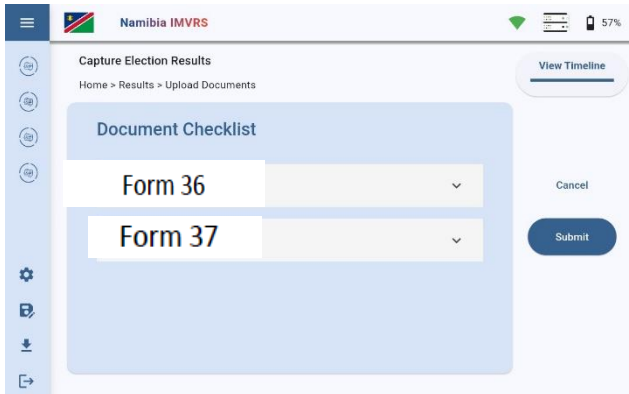

Step	Action/Example
Step 1. Selecting Election Results menu	Once logged in as an operator only, select the Results Menu.

Step	Action/Example
	<div data-bbox="802 230 1436 573">  </div> <p data-bbox="802 611 1362 674">Then select the Capture Election Results Menu.</p> <div data-bbox="802 712 1436 1106">  </div> <p data-bbox="802 1144 1294 1182">The following screen will then display.</p> <div data-bbox="802 1211 1436 1608">  </div>
<p data-bbox="158 1615 541 1646">Step 2. Capturing Form Filter</p>	<p data-bbox="802 1615 1356 1677">To select Election Cycle Name select the downward arrow.</p> <div data-bbox="802 1709 1436 1787">  </div> <p data-bbox="802 1823 1321 1854">Once selected the elections will display.</p>

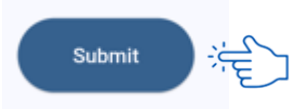
Step	Action/Example
	<div data-bbox="802 230 1436 622">  </div> <p>Once the dropdown button has been selected, the list of elections will display.</p> <p>The user must then select the required record.</p> <p>Enter the amount of Ballot Books Received.</p> <div data-bbox="802 891 1436 987">  </div> <p>Once both fields have been filled in, the user must then select Next.</p> <div data-bbox="802 1126 1182 1261">  </div>
<p>Step 3. Capture Form 36 – Part A</p>	<p>When on the Capture Form 36 – Part A screen:</p> <div data-bbox="802 1328 1436 1720">  </div> <p>Capture the Serial numbers of Ballot Papers in Books received.</p> <div data-bbox="802 1888 1436 2013">  </div>

Step	Action/Example
	<p>If the ballot book is borrowed from another station. The check box must be selected.</p>  <p>The total ballot papers will then automatically be calculated.</p>  <p>The user can then select NEXT</p>  <p>If there is a discrepancy in the calculation of the values, the following message will display.</p> 
Step 4. Capture Form 36 – Part B	<p>the User must then capture the frm 36 – Part B</p>  <p>The serial numbers remaining in the ballot book must be captured and the how many unused ballot papers will then calculate automatically.</p> 

Step	Action/Example
	<p>The user can then select NEXT</p> 
<p>Step 5. Capture form 36 - Part C</p>	<p>The user must then capture form 36 – Part C</p>  <p>Once captured the ballot papers in the ballot box will calculate.</p>  <p>The user can then select NEXT</p> 
<p>Step 4. Capture Form 37</p>	<p>All compulsory fields must be captured.</p> 

Step	Action/Example
	<div data-bbox="799 230 1430 620">  </div> <div data-bbox="799 656 1430 1046">  </div> <p data-bbox="799 1081 1430 1149">Once all information has been captured the Next button must be selected.</p> <div data-bbox="799 1184 1185 1317">  </div>
<p data-bbox="156 1323 512 1357">Step 5. Upload Documents</p>	<p data-bbox="799 1323 1361 1357">When on the Upload Documents screen:</p> <div data-bbox="799 1384 1430 1776">  </div> <p data-bbox="799 1816 1430 1883">The user must select the dropdown button of the report field.</p> <div data-bbox="799 1910 1430 2018">  </div>

Step	Action/Example
	<p>The following action button will then be available.</p> <p>When selecting the action button, the following pop up will display.</p>  <p>The user must then select the Scan button. The following screen will then display.</p>  <ul style="list-style-type: none"> - The user can either automatically capture or manually capture the document if automatic is not taking the image <p>Once the document has been successfully captured, the user can select the action button again and the following pop up will display.</p>  <p>The user will have the option to.</p>

Step	Action/Example
	<ul style="list-style-type: none"> - View file - Replace file - New Scan - Remove
Step 6. Submit	<p>To submit the transaction, the user must then select Submit.</p> <div data-bbox="802 443 1093 551">  </div> <ul style="list-style-type: none"> - If there is internet connection, the results upload will automatically begin. - If there is no internet connection, the uploads will automaticlaly upload once internet connection is up.

ANNEXURES

Infringement of Secrecy	(Section 177 of Electoral Act No.5, 2014) as amended
Schedule 2	Bill of Fundamental Voters' Rights and Duties
Elect 3(a)	Declaration of Secrecy under Oath
Elect 4(a)	Regulation Governing Administering of an Oath or Affirmation
Elect 7	List of Election Material issued by Electoral Stores
Elect 11	Checklist of tasks to be performed by presiding officer
Elect 12	Authorization for person to be admitted into polling station
Elect 15	List of persons refused voting on the ground that their fingers display the identification mark/ink
Elect 21	Serial Numbers of Ballot Books and seals issued
Elect 26	Public notice of the names and addresses of Election and Counting agents
Elect 27	Authorization for person in possession of a valid and appropriate voter's registration card to vote in the above named election
Form 15	Appointment of Election Agent/s or Counting Agent/s
Form 16	Notification of*revocation of appointment/death/incapacity of *Election/Counting Agent/s and the appointment of another person in *his/her place Form
Elect 31	Ballot Books transfer from one polling station to another
Form 35	Account of Seals used
Form 36	Ballot Paper Account By The Presiding Officer
Form 37	Counting And Announcement of Results by Presiding Officer
Form 39	Account of persons who voted outside their constituencies
Form 38	Total Results in respect of total number of votes recorded at Collation Centre
Form 26 (Returning Officer)	Announcement of the results in Presidential Elections
Form 28 (Returning Officer)	Announcement of the results in National Assembly Elections

INFRINGEMENT OF SECRECY

Section 100 of the Electoral Act, 2004(Act 24 of 2004)

- 100 (1) Every officer or agent to the extent determined by this Act, present at a polling station shall 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 persons 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, directly 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 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 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 any offence and on conviction be liable to a fine not exceeding N\$ 4 000 or to imprisonment for a period not exceeding twelve months or to both such fine and such imprisonment.

SCHEDULE 2
BILL OF FUNDAMENTAL VOTERS' RIGHTS AND DUTIES
(Sections 1(3)(b), 49(2) and 95(b))

1. The Commission and any other person must respect, protect and uphold the rights and duties contained in this Schedule.
2. Every Namibian voter has the right to –
 - 2.1 a free, fair and credible voting process and to have non-discriminatory and equal access to the electoral system.
 - 2.2 receive and cast a ballot paper that –
 - (a) is valid and written or displayed (considering the use of electronic voting machines) in a form and manner that allows the clear identification of candidates, political parties or organisations (some people may choose to cast their votes in either the presidential or national assembly elections); and
 - (b) accurately records the voter's preference in the selection of candidates, political parties and organisations or a referendum question.
 - 2.3 have questions concerning voting procedures explained (including consideration of blind and deaf voters), and to have an explanation of the procedures written and posted in a clearly visible place at the polling station.
 - 2.4 vote without being intimidated, threatened, coerced or unduly influenced by election officials or any other third party.
 - 2.5 vote on election day and if the voter is waiting in line at a polling station, to vote, as far as possible, (before the designated closing time) of the polling station, provided that the voter has not already cast a vote in the election.
 - 2.6 return a spoiled ballot paper and to receive another ballot paper in its stead.
 - 2.7 request for and receive assistance of an individual of his or her choice, who is a Namibian citizen eligible to vote and a registered voter, in voting, if necessary.
 - 2.8 a polling booth constructed in a manner possible for physically disabled voters to cast a vote.
 - 2.9 in the case of ballot papers, a sample ballot paper, which is accurate and informative, and in the case of electronic voting, to explanation on the use of the equipment for voting during election training.
 - 2.10 lodge, subject to this Act, in accordance with relevant procedures, complaints and challenges about the general conduct of elections and the election process and to have the complaints and challenges, so lodged, resolved by a relevant authority, a competent court or tribunal fairly, efficiently and timeously.
3. Every Namibian voter has the duty to –
 - 3.1 respect the political will and decision of other voters and refrain from coercing or offering any monetary or other kinds of inducements to other voters so as to influence their vote in whatever manner.
 - 3.2 not to interfere unjustifiably or in bad faith with the functions of election officials.
 - 3.3 refrain from dressing in any political party colours and regalia within five hundred meters of polling stations or other electoral centres.
 - 3.4 refrain from the abuse of alcohol and not to attend to voting whilst under the influence of alcohol or other stupefying drugs, which may impair the ability to act with a sense of responsibility and dignity.
 - 3.5 ensure that peace and order prevail at all times during elections and to refrain from instigating, participating and involving in any conduct which may result in causing any infringement upon any other voter's right to participate in elections without fear.
4. These rights and duties apply with the necessary changes to referenda.

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Elect 3 (a)

Tick in block for the appropriate election

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

(Section 71 of Act 5 of 2014)

DECLARATION OF SECRECY UNDER OATH with regard to the election to be held on
(day/month/year)...**27 November 2024**...

NB(*delete whichever is not applicable)

I, **John Hausiku**.....(full names in block letters)appointed as
Polling Officer... for the **Insu Primary School**.....*polling station/*~~registration point~~
in the **Tondoro**.....Constituency/.....Local Authority Area **Kavango West**..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: *J.P. Shapi*.....

Date: **27 November 2024**.....

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

Returning Officer	
Presiding Officer	x
Commissioner of Oaths	

Full Names(block letters) **Martha Haingura**.....

Business Address: **ECN HQ, Election House, Windhoek North**...

Official Designation: **Presiding Officer**.....

Area/Duty Station where appointed: **Insu Primary School**.....

Signature: *M. Haingura*.....

Date: **27.11.2024**.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Elect 4 (a)

Tick in block for the appropriate election

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

(Section 71 of Act 5 of 2014)

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.



Polling Materials

Region:..... Constituency Polling Station

(Section 114 of Act 5 of 2014)

Dispatch of material from ECN Logistical stores to the regions		Return of materials from regions to ECN Logistical stores					
ECN issuing officer		Regional Electoral Officer/Depo Asst and Presiding officer at Depo in Region		Regional Electoral Officer/Depo Asst and Presiding officer at Depo in Region		ECN receiving officer HQ Logistics	
Items	Quantity issued	Quantity Received		If No, show Quantity	Quantity Received	Quantity Returned	Remarks
		Yes	No				
Electoral Equipment							
Ballot Boxes							
No:							
No:							
Steel ballot Box (Unused ballot papers)							
Voter Verification Tablet and Power Bank							
Voting Booth							
Tents							
Tables							
Chairs							
Polling station Banner							
Ultra Violet Light							
Ultra Violet Light Holder							
Election Materials							
Indelible Ink							

Invisible Ink							
Secret Mark							
Ink Pad							
ECN date stamp							
Stamp Ink							
Pen Black							
Boundary Strip							
Rulers							
Name Tags - Presiding Officer							
Batteries (Packets of 4)							
Envelope							
Elect 3(a) Envelope							
Occurrence Book Envelope							
Spoiled Ballot Paper Envelope							
Unused Ballot Envelope							
Forms							
Elect 3							
Elect 4							
Elect 7							
Elect 11							
Elect 15							
Elect 27							
Elect 31							
Form 26							
Form 28							
Form 35							
Form 36							
Form 37							
Form 38							
Form 39							

- (a) Issued by: ECN Store Windhoek Name: Date:..... I.D No:.....
- (b) Received by:
REO /Depo Assist: Name:..... Date:..... I.D No:.....
Presiding Officer: Name:..... Date:..... I.D No:.....
- (c) Returned by:
REO: Signature:..... Date:..... I.D No:.....
- (d) Received by:
ECN Store Windhoek Signature:..... Date:..... I.D No:.....

Date Stamp

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

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

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

TASKS TO BE PERFORMED	TICK ALONGSIDE THE TASKS PERFORMED
1. Have you ensured that, before admission, all polling officers and agents have made the declaration of secrecy?	✓
2. Have you logged in the Tablets (Voter Verification Device)? Is the Battery fully charged?	✓
3. Have you ascertained that all the clear plastic ballot boxes are empty?	
4. Have you made the ballot boxes available to those persons entitled to be present at the polling station and as may be in attendance, so as to ascertain, that they are empty?	
5. Have you then sealed the ballot boxes in their presence?	
6. Have you then placed the ballot box in a position where it can be seen at all times by yourself, other officers, and agents concerned?	
7. Have you, in the presence of any entitled persons that may be in attendance, ascertained that the seals on the metal box with sensitive material have not been tampered with before opening?	
8. Have you ensured that the correct ballot books and quantity have been received?	
9. Have you verified ELECT 21 against the Ballot Books received?	
10. Have you ensured that every ballot paper on the back is marked with the official stamp mark before the ballot paper book is handed to a polling officer for the handing of ballot papers to voters?	
11. Have you ensured that the voting compartments, tables and chairs have been properly arranged?	
12. Have you ascertained that there are no unauthorized objects or notices in the voting compartments?	
13. Have you ensured that all the needed equipment (e.g. pencils in the voting compartments, ultra-violet lights, forms, etc.) are available and in proper positions?	
14. Have you ensured that the notices (e.g. Polling Station Banner and material containing directions for the guidance of a voter) have been effectively displayed?	
15. Have you displayed the Occurrence Book? Is it in full view of and accessible to everyone entering the polling station?	

(Issued by the Electoral Commission of Namibia)

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

TO: THE PRESIDING OFFICER

AUTHORIZATION FOR PERSON TO BE ADMITTED INTO POLLING STATION

In terms of Section 94 (1) (c) (x) of the Electoral Act, 2014,

I hereby authorize that:

Peter Nghishekwa

Full names:

82042500234

ID Number:

Otjomuise Erf 9921 Stockholm Street

Residential address:

P.O. Box 2351 Windhoek

Postal address:

0811555550

Tel/Cell:

All

to be admitted into thePolling Station

Tondoro

situated in theConstituency/Local Authority for the

Kavango West

..... Region

Presidential

27 November 2024

in respect of theElections to be held as on

P. Shaama

CHIEF ELECTORAL AND REFERENDA OFFICER

20 November 2024

DATE

Date Stamp

(Issued by the Electoral Commission of Namibia)

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

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

**LIST OF PERSONS REFUSED VOTING ON THE GROUND THAT THEIR FINGERS
DISPLAY THE IDENTIFICATION MARK/INK**
(Section 100(7) (b) of the Electoral Act 5 of 2014)

<i>Serial No.</i>	<i>SURNAME</i>	<i>FIRST NAMES</i>	<i>VOTERS' REGISTRATION NUMBER</i>
1.	Hangula	Peter	24000000001
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
TOTAL			

Onangolo Combined School

Polling station:

Ohangwena

Region:

Epembe

Constituency:

N/A

Local Authority:

Alfeus General Haufiku

Full names of Presiding Officer:

A.G. Haufiku

27.11.2027

Signature of Presiding Officer

Date

(Issued by the Electoral Commission of Namibia)

Date Stamp

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

**Ballot boxes marked electoral material containing unused ballot papers, serial numbers
of ballot papers and seals issued
(Section 90 of the Electoral Act 5 of 2014)**

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Council Election	
Local Authority Election	

Kunene

Region:

Epupa

Constituency:

N/A

Local authority:

Serial numbers of ballot books		Total issued
No.	To	
00000501	00000600	100

SAMPLE

00000501 – 00000600

Seal numbers issued:

6

2

Total seals..... Total ballot boxes containing unused ballot papers

Thadeus Kakororo

Mike Nganjone

Issued by:Received by:

T.M. Kakororo

M. Nganjone

Signature Signature

Chief Administrative Officer

Regional Electoral Officer

Designation:

Designation:

22 November 2024

23 November

2024

Date: Date:

.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

Elect 26

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

(Section 66 (8) of the Electoral Act 5 of 2014)

[illegible]

N. Sijipanga

Signature of Returning Officer:
(Issued by the Electoral Commission of Namibia)

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REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

Tick in block for the appropriate election

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

**AUTHORIZATION FOR PERSON IN POSSESSION OF A VALID AND APPROPRIATE
VOTER'S REGISTRATION CARD TO VOTE IN THE ABOVE NAMED ELECTION**

Thomas Uushona

To: The Returning Officer:for the
(full names of returning officer in print)

Onyaanya

.....Constituency.

Anna Amutoko

I, hereby authorize that-
(full name of presiding officer in print)

Maria Nangombe

Full name of voter:.....

Onyaanya

Residential address:

P.O. Box 1234 Ondangwa

Postal address:

85060800466

ID no./DoB/Pp No:

240000050

VRC no:

and whose name does not appear on the voters register to vote in the aforementioned election. This authorization is in terms of section 100 of the Electoral Act No 5, 2014 and subjected to the decision of the Electoral Commission of Namibia.

Onyaanya Primary school

Onyaanya

Polling station:..... **Constituency:**

N/A

Oshikoto

Local Authority:..... **Region:**.....

Ann Amukoto

Name of Presiding Officer in print:.....

A. Amukoto

27.11.2024

Signature of Presiding Officer:..... **Date:**.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

Republic of Namibia
Electoral Commission of Namibia

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	
Referenda	

BALLOT BOOKS TRANSFER FROM ONE POLLING STATION TO ANOTHER

Region:..... **Zambezi**
 Constituency:..... **Sibbinda**
 Local Authority:..... **N/A**

Serial numbers of ballot books transferred

Polling station 1	Polling station 2
Issued	Received
Number 00001 to number 00100	Number 00001 to number 00100
Number to number	Number to number
Number to number	Number to number
Number to number Geofry Masambo	Number to number

Name of issuing Polling station 1:..... **Sibbinda Primary School**
 Issued by Presiding Officer:..... **Geofry Masambo**
 (polling station 1) (full name in print)

Signature:..... **G. Masambo**
27.11.2024
 Date:.....

Name of receiving Polling station 2:..... **Masokotwani Secondary School**
 Received by Presiding Officer:..... **Sammy Muhau**
 (polling station 2) (full name in print)

Signature:..... **S. Muhau**
27.11.2024
 Date:.....

Issued by the Electoral Commission of Namibia

Date Stamp

APPOINTMENT OF ELECTION AGENTS OR COUNTING AGENTS

(Paragraph 1(2) of the Code of Conduct)

Tick in block for the appropriate election

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

To the **CHIEF REGIONAL OFFICER** for:**Okorukambe**

Constituency

N/A

Local Authority

Omaheke

Region

(*delete whichever is not applicable)

You are hereby informed that the following person(s) have/has been appointed as *Election

Witvlei Community Hall

agent(s)/*Counting Agent(s) at..... *Fixed

PARTY A

Polling Station/*Mobile Polling Station on behalf of *Political party/*Organisation/*Association/*Candidate.

Gabriel Uapingira Mbaisa

1) Full Names:.....

Witvlei, Omitara

Residential Address:

P. O. Box 123, Gobabis

Postal Address:

92090600566

I.D No/DoB/PP No.:

0811777010

Tel/Cell No:

2) Full Names:

Residential Address:

Postal Address:

I.D No/DoB/PP No.:

Tel/Cell No:

And have/has been appointed as *Election agent(s)/*Counting Agent(s) on behalf of

PARTY A

..... *political party/organisation/association/candidate) at the *

Witvlei Community Hall

..... *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.

George Karamata.**G. Karamata**

Name in Print.....

Signature of *Authorised
Representative/*Independent
CandidateDesignation: **Secretary General**

(*delete whichever is not applicable)

Place **Gobabis**Date **16 .10. 2024****Date Stamp**

*NB(*delete whichever is not applicable)*

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

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

Tick in block for the appropriate election

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

To the **CHIEF REGIONAL OFFICER** for:

Constituency

Local Authority

Region

I, (full names)

Postal Address

Residential Address

Tel/Cell No

do hereby inform the Chief Regional Officer concerned of the *revocation of
appointment/death/incapacity of

(full name)

who was appointed as *Election/Counting Agent(s) for
Political Party/Association/Organisation/Independent Candidate to do duties at the
..... *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:

Residential Address:

Postal Address:

I.D No/DoB/PP No.:

Tel/Cell No:

Name in Print

Designation:

*Independent Candidate

(*delete whichever is not applicable)

Place

Signature of *Authorised

Representative/Independent Candidate

Date

Date Stamp

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

ACCOUNT OF SEALS USED

Regulation 6

(Section 92 of the Electoral Act, 2014 (Act 5 of 2014))

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	x
Regional Council Election	
Local Authority Election	

Oshana

Region:

Oshakati West

Constituency:

N/A

Local authority:

Uupindi Community Hall

Polling Station:

Serial number provided by presiding officer	Seal provided by election/counting agent	Ballot Box Number	Name of election/counting agent and Party/Candidate
ECN0001	KIDF0012	0160	Paul John

Namene Nangombe

Names of presiding officer:.....

N. Nangombe

Signature of presiding officer:.....

27.11.2024

Date:.....

Date Stamp

(Issued by the Electoral Commission of Namibia)

**REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA**

BALLOT PAPER ACCOUNT BY PRESIDING OFFICER

(Section 104 of the Electoral Act, Act 5 of 2014)

Tick in block for the appropriate election

Presidential Election	x
National Assembly Election	
Regional Council Election	
Local Authority Election	

Polling station..... **Aranos Primary school** Constituency..... **Aranos**
N/A **Hardap**
 Local Authority..... **1049** Region.....
 Ballot box (es) numbers..... **N/A**
 Serial numbers (s) of ballot books issued or received.....

Part A: Serial numbers of ballot Paper Books Received		Total of Ballot Papers Received	Part B: Accounted Ballot Papers	Total
No. 00001	No. 00100	100	Unused ballot papers	97
No. 00101	No. 00200	100	Spoiled ballot papers	2
No. 00201	No. 00300	100	Ballot papers in the ballot box	201
TOTAL RECEIVED		300	Total Accounted For	300

Part C **01**
 Number of Elect 27..... (names do not appear on voters register)

Unused ballot box (es) number..... **1050**

Presiding Officer (print name): **Thomas Nghishekwa**

Signature of Presiding Officer: *T. Nghishekwa*

Signature of Presiding Officer: **27.11.2024**

Date:

I, the undersigned **Returning Officer** for the abovementioned Constituency/Local Authority Area do hereby confirm that I have verified the ballot 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): **Fecility Comehere**

Signature of Returning Officer: *Fecility Comehere* **27 November 2024**

Signature of Returning Officer: **Date:**

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

Presidential Election	X
National Assembly Election	
Regional Councils Election	
Local Authorities Election	
Referenda	

(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 orn/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
TOTAL NUMBER OF BALLOT PAPERS REJECTED	5

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

Date Stamp

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

I, Martin Martin, the Presiding Officer for the Moses //Garoeb Primary School Polling Station in the Moses //Garoeb Constituency in the Khomas Region orN/A.....
.....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: Martin Martin

Signature of Presiding Officer: Mmartin

Polling station: Moses //Garoeb Primary School

Date: 06 January 2022

Date Stamp

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

Full Names of Presiding officer: Martin Martin

Signature of Presiding officer: Mmartin **Date:** 06 January 2023

Polling station: Moses //Garoeb Primary School

Date Stamp



FORM 38

TOTAL RESULTS IN RESPECT OF TOTAL NUMBERS OF VOTES RECORDED AT COLLATION CENTRES

(Regulation 11)

Section 105 of Electoral Act, 5 of 2014

Tick in block for the appropriate election

Presidential Election	
National Assembly Election	x
Regional Councils Election	
Local Authorities Election	
Referenda	

I, *John Chesterfiled* the
Returning Officer for the *Tobias Hainyeko* *N/A* local
authority in the *Khomas* Region, having ascertained the
*preliminary/result of the election for the said constituency or local authority in accordance with
the provisions of the Electoral Act, hereby make known-

15
that.....ballot papers have been rejected

(a) that *2500* votes have been counted; and
(total number of votes)

(b) that the votes counted have been recorded for –

FORM 38 PART A

NO.	NAME OF POLITICAL PARTY/ CANDIDATE/ORGANIZATION/ ASSOCIATION	TOTAL NUMBER OF VOTES RECORDED
1.	ABC Party	543
2.	Banana Party	1200
3.	Windhoek Club	742
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

John Chesterfiled

Full names of Returning Officer:.....

John Chesterfiled

28 November 2024

Signature of Returning Officer:..... **Date:**.....

(Sign only after election agents have verified the results)

*Delete whichever is not applicable.

FORM 38 - PART B: CONFIRMATION OF RESULTS BY ELECTION/COUNTING AGENTS

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

[illegible]

Full names of Returning Officer:..... *John Chesterfield*

Signature of Returning Officer:..... Date:.....

(Sign only after election agents have verified the results)

REPUBLIC OF NAMIBIA
ELECTORAL COMMISSION OF NAMIBIA

ACCOUNT OF PERSONS WHO VOTED OUTSIDE THEIR CONSTITUENCY
Section 98(6) of the Electoral Act, Act 5 of 2014

Tick in block for the appropriate election

Presidential Election	X
National Assembly Election	x

Aranos Town Council

Polling Station:.....

Aranos

Constituency:

Hardap

Region:

NO.	VOTER REGISTRATION NUMBER (VRN)	CONSTITUENCY WHERE VOTER IS REGISTERED
1.	240000050	Windhoek East
2.	240000079	Sibbinda
3.	240000152	Daweb
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Full names of Presiding Officer:William Uirab.....

Signature of Presiding Officer: ...W. Uirab.....

Date: ...27.11.2024

Date Stamp

ELECTORAL COMMISSION OF NAMIBIA
ELECTORAL ACT, 2014 (ACT 5 OF 2014)

ANNOUNCEMENT OF RESULT OF ELECTION IN CASE OF PRESIDENTIAL ELECTION

(Section 109(1)/ (Regulation 3)

Ushi Nauyala

Samora Machel

I,the Returning Officer forConstituency

Khomas

in the.....Region, having ascertained the result of the election for the said constituency in accordance with the provisions of the Act, hereby make known-

35

(c) That.....ballot papers have been rejected

36 720

(d) that.....votes have been counted; and

(total number of votes)

(e) that the votes counted have been recorded for –

PART A

FULL NAMES OF CANDIDATES (in alphabetical order)	VOTES RECORDED FOR EACH CANDIDATE
Candidate A	1 050
Candidate B	10 500
Candidate C	501
Candidate D	15 610
Candidate E	8 049
Candidate F	820
Candidate G	110
Candidate H	80

Ushi Nauyala

Full name of the Returning Officer in block letters:.....

U. Nauyala

Signature of the Returning Officer:.....

27.11.2024

Date:.....

Samora Machel Constituency Office

Place:.....

(Issued by the Electoral Commission of Namibia)

Date Stamp

PART B-: CONFIRMATION OF RESULTS BY PARTY AGENTS

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

<u>NAME OF POLITICAL PARTY/ CANDIDATE/ORGANIZATION/ ASSOCIATION</u>	<u>NAME OF ELECTION AGENT</u>	<u>SIGNATURE</u>
Candidate A	John	<i>John</i>
Candidate B	Hilma	<i>Hilma</i>
Candidate C	Peter	Peter
Candidate D	Haufiku	Haufiku
Candidate E	Theresia	
Candidate F	Iouw	

(Issued by the Electoral Commission of Namibia)

Date Stamp

ELECTORAL COMMISSION OF NAMIBIA
ELECTORAL ACT, 2014 (ACT 5 OF 2014)

**ANNOUNCEMENT OF RESULT OF ELECTION IN CASE OF NATIONAL ASSEMBLY
ELECTION**

(Section 110(1)/Regulation 4)

Ushi Nauyala

Samora Machel

I,the Returning Officer of the.....Constituency in

Khomas

the.....Region, having ascertained the result of the election for the
said constituency in accordance with the provisions of the Act 5, hereby make known-

21

(a) that.....ballot papers have been rejected

36 797

(b) that.....votes have been counted; **and**
(total number of votes)

(c) that the votes counted have been recorded for –
PART A

FULL NAMES OF POLITICAL PARTY (in alphabetical order)	VOTES RECORDED FOR EACH POLITICAL PARTY
Party A	1 055
Party B	10 500
Party C	510
Party D	15 610
Party E	8 050
Party F	820
Party G	150
Party H	102

Ushi Nauyala

Full name of the Returning Officer in block letters:.....

U. Nauyala

Signature of the Returning Officer:.....

27.11.2024

Date:.....

Samora Machel Constituency Office

Place:.....

Date Stamp

(Issued by the Electoral Commission of Namibia)

PART B-: CONFIRMATION OF RESULTS BY PARTY AGENTS

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

<u>NAME OF POLITICAL PARTY/ CANDIDATE/ORGANIZATION/ ASSOCIATION</u>	<u>NAME OF ELECTION AGENT</u>	<u>SIGNATURE</u>
Party A	Hilma	Hilma
Party B	John	
Party C		

(Issued by the Electoral Commission of Namibia)

Date Stamp

GENERATOR INSTRUCTIONS

❖ **USE OF GENERATOR**

The Electoral Commission of Namibia (ECN) acquired Generators to be used for two reasons, mainly:

- 1) **lighting, and**
- 2) **Printing of results.**

Logistic section may provide teams with a 20-meter extension cable which will then be plugged to the generator. It is very important to know the basics on the following;

- a) **How to start the generator.**
- b) **How to switch of the generators.**

A) Basic instruction on how to switch on the generator:

- i) Switch **ON** the **on** and **off** switch for the petrol to flow,
- ii) Move the choke forth (in front),
- iii) Start the generator with key or start button using the pulley, and
- iv) While the generator is running, move back the choke to balance the idling of the generator.

B) Basic instruction on how to switch off the generator:

- i) Switch **OFF** the **on** and **off** switch for fuel and wait for at least for one minute while running for fuel to stop with the overflowing, and then
- ii) Switch **OFF** the generator with the key or with the stop button.

Important note to remember:

- ✓ Ensure that the generator stands firm/straight while running or during loading and offloading.
- ✓ Ensure to check engine Oil before starting the machine.
- ✓ Ensure that fuel is enough by checking fuel gauge- Red means full and White means empty.



[illegible]



Electoral Commission
of Namibia

NAMIBIA VOTES 2024

PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTIONS

VOTING STEPS AT POLLING STATIONS



Voters Queue & Police Officer



Ultra Violet Light Controller & Verifier



Inker



Ballot Paper Issuers for
Presidential and National Assembly Election



Voter Leaving The Polling Station



Ballot Box Controller



Voter Casting Vote for
Presidential and National Assembly Election



www.facebook.com/ElectoralCommissionOfNamibia



www.ecn.na