

DUTIES OF THE ELECTION OFFICIALS

RESPONSIBILITIES OF THE REGIONAL COLLATION OFFICER

Collation of Constituency Presidential Election Results at the Regional Collation Centre (RCC)

The Regional Collation Officer (RCO) is responsible for the collation of the Presidential Election Results from the various Constituencies in the Region. Collation here is the summation of the total number of votes obtained by each candidate at all the Constituencies in the Region. The Regional Directors/Deputies of the Electoral Commission may be appointed as the Regional Collation Officers for their respective Regions.

Principal Duties of the Returning Officer include the following:

- a. Ensuring that Notice of Election, Notice of Nomination and Notice of Poll are posted in all electoral areas in the district.
- b. Receiving and processing nomination forms from Deputy Returning Officers (Special Duties) in the electoral areas and units under their areas of operation.
- d. Recruiting, training, and supervising the work of Deputy Returning Officers (Special Duties), Presiding Officers and Polling Assistants under the supervision of the District Electoral Officer.
- e. Making security arrangements for the poll.
- f. Certifying Letters of Appointment of candidate agents.
- g. Providing all necessary election materials to the Presiding Officers.
- h. Ensuring the retrieval of ballot boxes and election materials from the

Polling Stations.

- i. Resolving disagreements over rejected ballot papers.
- j. Submitting election results and related documents to the District Electoral Officer.

Each **Returning Officer** will have two **Deputy Returning Officers** working under him/her. Apart from assisting the Returning Officer in his/her principal duties, a major duty of the Deputy Returning Officer is to continuously supervise the polling stations in the district on polling day to ensure the smooth and proper conduct of the poll. A Deputy Returning Officer has the powers of a Presiding Officer when on his or her rounds. This includes, if necessary, taking over the management of the polling station or instructing a polling assistant to take charge as a Presiding Officer of a polling station.

RESPONSIBILITIES OF THE PRESIDING OFFICER (PO)

3.1 Duties of the PO

The Presiding Officer is responsible for:

- Setting up the Polling Station.
- Taking proper custody of the Biometric Verification Device (BVD), ballot boxes, ballot papers and all other materials required for the conduct of the poll.
- Supervising the work of Polling Assistants and promptly resolving any problems they encounter.
- Explaining decisions taken on any matter pertaining to the election to a Candidate /Polling Agent.
- Maintaining order at the Polling Station.
- Undertaking thorough counting of the votes cast.
- Publicly announcing the results of the election at the Polling Station.

- Conveying ballot boxes and other election materials to the Returning Officer after the poll.

RESPONSIBILITIES OF POLLING ASSISTANTS (PAs)

1. The Names Reference List Officer

At this desk, the voter is processed by Assistant (1), the **Names Reference List Officer** (NRLO)

- Assistant (1) will search for the name of the Voter on the Name Reference List and if it is not found, direct the voter to the Presiding Officer for assistance. If the name is on the NRL, the Verification Officer will communicate to the VO, the page number and column on the main Voters Register.

2. The Verification OFFICER

- i) Assistant (2) checks details in the Voters Register against the ID card and checks for resemblance of photograph with face.
- ii) The Biometric Verification Device scans the QR code of the Voter and requires the Voter to put his/her finger on the fingerprint scanner.
- iii) If the Verification Device identifies the finger of the Voter, the Device will give an indication to that effect. If there is no match, the BVD will equally give an indication.
- iv) The Verification Officer will be responsible for cleaning the fingerprint scanner of the device before and after use by a voter.
- v) Upon verification by the BVD, Assistant (2) will then draw vertical lines across the Voter's QR code (disabled the code) and also destroy 3 of the QR code serial number to indicate that the Voter has been verified.
- vi) Voters on the Proxy List will go through the same procedure as voters on the main Voters Register.
- vii) Where both finger print and facial recognition verification fail, the voter will be verified manually to vote.

3. The Presidential Ballot Table

At this desk the Presidential Ballot Issuer will issue only the Presidential ballot paper to the voter. In this regard, the Ballot Issuer will undertake the following activities:

- a. Detach the ballot paper from the counterfoil and stamp the overleaf with the Polling Station's validating stamp. (stamp the right top corner of the back of the ballot paper)
- b. Instruct the voter to first fold the ballot paper vertically and then horizontally to ensure not make a mark on (that a thumb print does not spill over) to another candidate's row.
- c. Direct the voter to the voting screen to thumb print ballot paper after which he/she refolds it and puts it into the Presidential ballot box.

4. The Parliamentary Ballot Table

At this desk, the Parliamentary Ballot Issuer will issue only the Parliamentary ballot to the voter. As described above, the Ballot Issuer here will also detach and validate the Parliamentary Ballot paper, show the voter how to fold it, hand it over to the voter to thumb print it in the voting screen and then drop it into the Parliamentary ballot box.

It is important to note that:

- It is a punishable offence for Polling Assistants in charge of the ballots to indicate to any voter which candidate or party to vote for.
- The two Ballot Issuers will mark each voter on either the male or female enumeration sheet depending on the sex of the voter.