



# VOTING & COUNTING MANUAL

INDEPENDENT ELECTORAL COMMISSION



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## 1. INTRODUCTION

Welcome to your job as a voting station manager for the General Election. It is your duty to ensure that the elections are conducted in a free and fair environment. Free from violence and intimidation. Fair in that all electors attending the voting station are treated equally and with respect.

This manual explains those parts of the Electoral Act dealing with the work of voting station manager. The Electoral Act is the law that you must abide by at all times when you carry out your duties. You must make sure that you know the provisions of the Act and its regulations and use them every time you are not sure of how to solve problems that may crop-up. If you are not sure of the law, some people may try to lure you into making wrong decisions. The only way to avoid this is to check the Electoral Act.

Electoral officers must not show support for any political party or organisation. Electors must see you and regard you as a neutral person, not supporting any political party. Electors must feel comfortable about voting for any candidate and/or party they choose.

Read this manual carefully. It will prepare you for your important responsibilities on Voting Day.

## 2. ELECTION ADMINISTRATION

### 2.1 The Commission (sec.135)

The Electoral Management Body (EMB) is headed by the Independent Electoral Commission (IEC), which is established in accordance with the Constitution of the Kingdom of Lesotho. The IEC is a body empowered to organize in a fair and impartial manner, the National Assembly and Local Government elections as well as the referenda as stipulated by the Electoral Act and the Constitution.

The Commission's responsibilities include:

- Registering electors.
- Supervising the preparation, publication and maintenance of a general register of electors.
- Registration of political parties.
- Demarcating constituency boundaries.
- Conducting elections.

The King on the advice of the Council of State appoints the IEC, and its members must be independent. The Constitution states that while carrying out its duties the IEC shall not be subject to the direction or control of any person or authority.

### 2.2 Director of Elections (sec.144)

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 Director of Elections. The Director of Elections 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 IEC appoints all the electoral staff. The Director of Elections and the staff of the IEC 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.

### 2.3 Area Electoral Officer (sec.150)

The Area Electoral Officer is responsible to the Director of Elections. His/her duties are to deal with the administration, organisation and supervision of the elections in the district.

### 2.4 Returning Officer (sec.151(1)(a))

The Returning Officer is the official who organises and supervises the elections at the constituency level under the supervision of the Area Electoral Officer. He/She is also acts as the Appropriate Voting Station Manager for the advance voting within his/her constituency.

### 2.5 Voting station manager (151)(2)(c)

The voting station manager is responsible to the returning officer. He/She is the manager of the voting station. His/Her duties are to ensure that the voting is organised and conducted in a free, fair, peaceful and orderly manner on voting day, and to ensure that votes are counted in a fair and orderly manner after the close of the voting.

### 2.6 Voting and counting officers (sec.151(2)(d))

Voting station and counting officers are responsible to the voting station manager. Their duty is to assist the voting station manager at the voting station.

## 3. THE ELECTORS' RIGHTS AND RESPONSIBILITIES

### 3.1 Who can vote? (sec.82)

- A person can only vote if his/her name is on the elector's register for the voting station where he/she is registered to vote.
- Has an elector's registration card or
- Produces his/her passport or driver's license as proof of identity or verified and confirmed by the official witness who is the representative of the chief.

### 3.2 Where can the elector vote? (sec.83)

The elector may vote at:

- The voting station established for the constituency where the elector is registered.
- At the place of duty during elections provided necessary requirements have been made (by the Returning Officer and the elector).

### 3.3 The Elector's identity (sec.83)

- An elector is entitled to vote only once at an election.
- The voting station manager can ask the elector to declare an oath as to his/her identity using **Form 11B** if he/she has any doubts about the elector's identity.
- Candidates, agents and official witnesses may also verbally request the voting station manager to ask the elector to complete an oath (**Form 11C**).
- **The elector MUST comply with the voting station manager's request in order to receive a ballot paper.**
- A candidate or agent may make a declaration on **Form 11C** stating that it is impossible for the person whose name appears on the electors' register to be present in the voting station because the person is dead, or is incapacitated by sickness, physical disability or some other cause or is absent from Lesotho.
- The voting station manager shall then read the declaration to the person objected to and allow the person to make a declaration on **Form 11F** if he/she so desires.
- An official witness can oppose the person's declaration on **Form 11E** if he/she has reason to suspect the truth of the person's declaration.

- The voting station manager can also refuse to allow the person the right to vote if he/she believes that the person has made a false declaration, whether or not the official witness has made a declaration contradicting the person's declaration. The voting station manager can direct the police officer to arrest that person.
- **The voting station manager MUST note in the voting station diary stating the full details as to why the voter's rights have been denied or the official witness's declaration has been denied as the case may be.**

### **3.4 ELECTORS' REGISTER** (SEC,85(3))

- Each voting station will be supplied with a certified extract of the electors' register.

For each voting centre, the electors' register is sorted in alphabetical order. Where there are more than one voting stations within the centre, the overall registered electors will be categorized in alphabetical order in regard to their surnames. For example, the first voting station will cater for the first 600 electors whose surnames appear first in alphabets. The following voting station will deal with those who follow from where the first lot has ended.

Apart from the main register, there will be some reports in a form of supplementary lists in the following categories:

- Under age
- Deceased
- Multiple registrants
- Transfers (in and out of the constituency)

In the case of multiple registrants, their particulars from previous registrations will be cancelled and the recent one will be left in the main register. Those cancelled will appear in the supplementary list.

## **4. EQUIPMENT PROVIDED FOR VOTING DAY**

The voting station manager will receive the material that is to be used on voting day from the returning officer/Constituency Electoral Assistant. The election materials will include:

### **4.1 Equipment:**

- Tables and Chairs
- Ballot box
- Pens (2 red and 2 blue or black)
- Minimum of three voting booths
- Locks and keys to the station
- 1 Clock with batteries
- 1 Pair of scissors
- 1 unpacked Lantern
- 2x5L paraffin
- 1 Carry bag

### **4.2 Security Kit**

- Ballot paper
- 2 Indelible ink\marker.
- Seals.
- 1 Official mark
- 1 Certified electors' register
- 1 Self carbonated booklet Form 11G

- 2 Ballot paper marking pen
- 1 Stamp pad
- Whole puncher
- 1 Voting station diary

#### 4.3 Ordinary stationery/materials:

- 4 Attendance list form
- 5 T-shirts and caps
- 1 Armbands for official witness
- 17 Armbands Badges for agents
- Envelopes seals
- 2 Ballot box label
- 1 Masking Tapes
- 1 Bostik
- 2 templates
- 1 Ink
- 1 Signs showing where voting station is (signage)
- 5 Ballot paper posters
- 5 Dos and don'ts posters

The voting station manager will be required to sign voting station checklist for ALL the material received. The list is found at the bottom of the inventory, which will be supplied, to the voting station manager in duplicate to enable one copy to be signed and returned to the returning officer/ CEA to be transmitted to the storekeeper.

**NB. All electoral materials will be packed at the central warehouse with the assistance of DEOs, CEAs, and Storekeepers. The kits will be packed in accordance with the districts, voting centres, and voting stations within the centres. They will then be delivered to their respective districts whereby they will be distributed to the returning officer then to the voting centres. CEAs have to appoint a voting station manager who will be responsible for delivering all the material to other managers within the centre.**

## 5. PERSONS ALLOWED IN THE VOTING STATION (sec.93&98)

### 5.1 Persons entitled to be at the Voting Station

- Electors who are entitled to vote at the station and have not already voted.
- Electoral officials.
- Police officers.
- Candidates.
- Not more than one agent for each political party and/or candidate from the same party.
- Not more than **one** agent for each independent candidate.
- Persons who the Director of Elections has authorised in writing to be present at the voting station.
- Accredited observers.
- Accredited members of the Media.
- Commissioners.

### 5.2 Agents

- Represent a Party or candidate during the voting and counting.
- Party and candidate may appoint up to two agents for each voting station, but only one agent is allowed in the station at any given time.

- Each agent will have a document of appointment (**Form 1H**) signed by the candidate or an authorised office bearer of the political party and must present it to the voting station manager when he/she first arrives at the voting station.
- The voting station manager shall retain the appointment **Form 1H**.
- Two agents may be appointed however only one may be present at the voting station at any time.
- The agents have a right to monitor the voting and counting process at the voting station. They will want to ensure that all the procedures are performed according to the electoral law, so that their party or candidate is not disadvantaged.
- Agents are required to take an oath of office on **Form 8**. The voting station manager must provide each agent with a badge to wear at the voting station. Agents are required to wear the badges whilst they are within the voting station and **MUST** return the badge to the Voting Station Manager before leaving the voting station.

The agent's role is to:

- Monitor the proceedings at the voting station to ensure that the rules are followed and that there is no fraud.
- Report to the voting station manager if he/she thinks there is a problem.
- Object to any aspect of the voting and counting if the agent considers any activity or decision by voting staff is inappropriate or incorrect.
- Refrain from interfering with and impeding the work of the voting station officers.
- Refrain from talking to or communicating with voters.
- Refrain from campaigning for their party or candidate at the voting station.

### 5.3 Observers

- Observers are authorised by the IEC to observe voting and counting.
- They may be from international or national organisations, non-government organisations, foreign governments and individuals duly recognised by the IEC.
- Each observer must use the identity card/badge, issued to him/her by IEC. They have access to all electoral events and freedom of movement throughout Lesotho.
- They report to their organisations and may report any concerns to the IEC and its officers.
- They are required to introduce themselves to the voting station manager upon arrival at a voting station. Observer may wear identification issued by their organisation in addition to the IEC issued identity card.
- They are free to move from voting station to voting station at anytime during the voting and counting.

#### 5.3.1 What should the voting station manager do when observers arrive:

- Receive them courteously and give them chairs.
- Answer their questions friendly and honestly without hiding anything.
- Give them information of the voting process including complaints raised and responses by voting staff.

**Commission, its officers, public officers and public authorities shall cooperate with elections observers in the performance of their functions and offer to them the guarantees and access to facilities in order to perform those functions (sec.116)**

## 5.6 Members of the media

- Media representatives will be permitted inside voting stations during the voting and counting and upon arrival at a voting station they must make themselves known to the voting station manager and produce their media accreditation documents.
- Voting station manager should not allow any person claiming to be a representative of the media who can not produce evidence of accreditation.
- Voting station manager should welcome the media because of the important role it plays in reporting the election process.
- The voting station manager should answer questions that strictly relate to the election process.
- Voting station manager **MUST** not under any circumstances comment on political parties or candidates if asked to do so.
- Voting station manager may allow picture taking but not in the voting booth as this violates the secrecy of the votes.

## 6. VOTING DAY

### 6.1 Voting Station Manager's duties and powers (151(2)(c))

- The voting station manager's responsibility is first and foremost, of the management of the voting staff, materials, equipment and voting process.
- The Voting station manager's responsibility is to ensure that all materials are available and to open the station on time.
- He/She must communicate well and respect all people.
- He/she is responsible for keeping order and controlling movement in the voting station.
- He/she must ensure that the team is ready and able to perform their duties as directed.
- He/She must make sure that he/she receives a letter of appointment (**Form 1M**) from each voting officer and also make sure that they sign an oath of office (**Form 8**).

### Voting Staff

The Voting station can be run by four officers including voting station manager. The Commission has appointed one officer to act as a deputy voting station manager.

1. Deputy voting station manager
2. Electors, register checker
3. Ink checker and marker
4. Ballot paper issuer

### 6.2 The voting station

- The hours of voting are from **7 A.M. to 5 P.M.** The Voting Station Manager and voting staff must arrive at least two hours before the voting starts that are at 5.00 A.M.
- The voting station manager must check to ensure that all the material, equipment and ballot papers and other security items are at the voting station, and must set up the furniture and voting booths.
- The voting station manager must ask any person who is not permitted to be in the voting station to leave.
- Those who are entitled to be there must wear their identification badges, armband or T-shirt and cap at all times.
- It is the responsibility of all those present at the voting station to ensure and maintain the secrecy of the ballot.



### 6.3 Prior to opening the voting station (sec.87)

Before opening the voting station at **7:00 A.M.**, the voting station manager must:

- Receive copies of certificates to vote elsewhere on **Form 11** provided by the Returning Officer amend the electors' register by cancelling the entry in the electors' register of the elector who will be voting at another voting station.
- Post the relevant signs inside and outside the voting station.
- Place ballot box label on the ballot box and complete details required on it.
- Record the number of seals received in the diary.
- Fill the attendance register form and ask all to sign it.
- Record, by stamping the official mark in the box provided in the diary.
- Allow the elector at the beginning of the queue to enter the voting station in order to witness that the ballot box is empty.
- Close and seal the ballot box and record the seal numbers used on the record of seals received and used in the diary, and open the slot on the lid,
- Allow agents and candidates present to affix their own seals if they wish. If candidates or agents affix their own seals the voting station manager shall make a note in the diary that such seals have been affixed. The agents and observers may also record the numbers of the seals for each box.
- Record the EXACT time the voting begins in the voting station diary.
- The voting station manager must ensure that periodic checks of the voting booths are made and to ensure the pen is in place.

### 6.4 Distribution of ballot papers to issuing officers

- For security reasons the voting station manager must only issue one book of ballot papers to the issuing officer. Any other books must be kept in safe keeping by the voting station manager with other materials.
- When the issuing officer has issued the last ballot paper from the book he/she shall hand to the voting station manager the used book of counterfoils in exchange for a new book of unused ballot papers.

### 6.5 Ballot paper transfer between voting stations

- If for any reason a voting station manager believes that he/she may run short of ballot papers he/she should talk with his/her fellow voting station managers and obtain an additional book or part thereof from another voting station. **Form 11H** has provisions for the transfer in and out of voting stations.
- If a situation arises where a Voting Station Manager cannot obtain additional ballot papers from a neighbouring voting station he/she must contact the returning officer who will supply him/her with additional ballot papers.

**NOTE: Under normal circumstances there should not be any shortages of ballot papers as each voting station is provided with more ballot papers than there are electors registered on the electors' register.**

## 7. PROCEDURES FOR VOTING (sec,85)

7.1 Voting procedure will be as follows:

### 7.1.1 Voting Officer #1 (Electors' register checker) (sec.85(3))

The above mentioned officer will perform the following functions:

- Ask for an elector's registration card, passport or driver's licence,
- Check registration card against the electors' register and announce the name of the elector for agents to hear.
- Draw a line using a red pen across the elector's particulars on the electors' register.

If the electors' register checker is uncertain about the elector's identity because the elector's photo is missing, unclear or clearly different from the person the voting official must refer the elector to the voting station manager. The voting station manager should satisfy himself/herself of the identity of the elector in accordance with the same procedure as that of an elector who does not have his/her elector registration card, and allow the elector to vote.

**NOTE: An elector's entitlement to vote must not be rejected simply because the photo is missing, unclear or obviously has the wrong photo against his/her details e.g. a male has a female's photo.**

- The Voting Station Manager must make a detailed note in the voting station diary of the circumstances including the elector's name and registration number.

### 7.1.2 Voting Officer #2 (ink checker) (sec.85(5)(e))

The officer will perform the following functions:

- Inspect elector's fingers for presence of indelible ink,
- If there is ink, refer the elector to the voting station manager,
- There being no ink, apply an indelible ink to skin and nail on the elector's left index finger making sure that the cuticle is soaked in ink, and then ask the elector to proceed to another officer.
- In the case of an elector who does not have fingers follow the instruction on Appendix 2.

### 7.1.3 Voting Officer #3 (ballot paper issuer) (sec.85(5)(a,b,c,d))

The officer will perform the following duties:

- Enter the elector's registration number on the counterfoils,
- Tear off the ballot paper from the ballot book,
- Fold the ballot paper from bottom up,
- **Place the official mark at the back of the ballot paper,**
- Give the ballot paper to the elector, unfolded,
- Remind the elector to fold the ballot paper the way indicated and that she/ he should hold it in such a way that the official mark can be seen.
- Show the elector where the voting booth is,
- Remove top counterfoil,
- Tell the elector to place his/her marked ballot paper inside ballot box
- If an elector needs assistance inform the voting station manager even before a ballot is issued to him/her.
- If the elector refuses the ballot paper, refer him/her to the voting station manager (voting station manager has to note that in the diary including names and registration number of the elector);
- Bid the voter farewell.

**A person whose name is not on the electors' register is not entitled to vote.**

### 7.1.4 Spoiled Ballot Papers (sec. 91)

In the case of an elector spoiling his/her ballot paper:

- The ballot paper must be returned to voting officer #3.
- Write the word "cancelled" on the face of spoiled ballot paper.
- Put the ballot paper in an envelope labeled "spoiled ballot paper"

- Write the name of the constituency on the envelope.
- Issue a fresh ballot paper to the elector and stamp it with official mark.
- Write the elector's registration number on the new counterfoils
- The elector is then allowed to proceed to vote in the normal way.
- Do not throw away the ballot paper nor tear it.

#### **7.1.5 Voting Officer #4 (Deputy Voting Station Manager)**

- Deputy voting station manager shall assist the voting station manager in various duties as well as act as the counting officer during the counting of votes. He/she will also relieve other voting officers during the day to allow each officer short breaks.
- If at any time the voting station manager leaves the voting station the deputy voting station manager shall act as voting station manager and take charge of the voting station until such time as the voting station manager returns.

#### **7.1.6 Official Witness**

- The official witness is a person appointed by the Commission to identify electors when necessary.

#### **7.1.7 Duties of the Police Officer or Police Assistant:**

- To maintain law and order and prevent breach of peace.
- To assist voting station manager in maintaining order in and outside the voting station, and to ensure that persons who have come in to cast their vote do so without hindrance and persons who have cast their vote do not loiter in the vicinity of the voting station.
- To prevent any political activity such as electioneering or canvassing for votes.
- To prevent destruction, defacement, mutilation or removal of official notices or documents displayed, exhibited or made available for inspection at the voting station.
- To assist the voting station manager with general security regarding the safety of forms; packets and ballot boxes after voting has taken place.
- **To refrain from carrying out election activities that are not security related.**

#### **7.2 Voting where on duty (sec.83 (2))**

- If the Election Official, Police Officer or Member of the Defence Force have been appointed to work at a voting station within their constituency but not the voting station that they are registered they will have to apply for and obtained certificates on **Form 11** authorising them to vote at the voting station where they are on duty.

On receiving the certificate the voting station manager shall:

- Enter the elector's name and number at the end of the electors' list.
- Draw a line, through the elector's name and identifying number.
- Allow the elector to be issued with ballot paper in the normal manner.

#### **7.3 Voting on behalf of an elector (sec.86)**

- A blind elector **MUST** be advised of and given the opportunity to use a template designed and supplied to each voting station, which would assist him/her to vote on his/her own.
- An elector who is incapacitated by blindness or other physical cause may request the voting station manager for permission **to vote with the assistance of a person accompanying him/her.** This person may be a relative or a friend. The voting station manager must grant permission after ascertaining that the request is based on genuine circumstances. The person accompanying the elector must mark the ballot paper in accordance with the elector's wishes.

#### 7.4 Elector's name already marked as voted (sec.92)

- If an elector attends a voting station and the voting officer finds that the elector's name has already been marked as having voted, the elector should be directed to the voting station manager, after inspecting his/her fingers for indelible ink stains .
- The voting station manager shall ask the elector if he/she has already voted and if the elector claims that he/she has not voted, the voting station manager will ask the official witness to identify the applicant.
- Both the official witness and the elector are required to declare an oath on **Forms 11E and 11F** respectfully.
- The elector then is allowed to vote in the same manner as any other elector, except that the issuing officer shall hand the ballot paper to the voting station manager who shall write on the back of the ballot paper the word "tendered" before handing the ballot paper to the elector.
- The voting station manager shall then instruct the elector to hand the completed folded ballot paper back to him/her for placement in the tendered ballot envelope number 6.

#### 7.5 Interruption of voting (sec.89)

- If the voting is so seriously interrupted or obstructed by riot, violence or other disturbance, the voting station manager, in consultation with the police officer on duty and agents, can adjourn the voting until order is established. If the voting station manager adjourns the voting he/she must inform the Returning Officer as soon as possible for further directions. The adjournment must be recorded in the diary ensuring that all necessary information surrounding the adjournment is recorded.

#### 7.6 Functions of voting station manager when voting is adjourned (sec.90)

If voting conducted at a voting station on the elections day is to be resumed on the following day, the voting station manager shall:

- Seal the opening of each ballot box slot through which ballot papers have been placed with the seal provided for that purpose and allow the candidates and agents to affix their seals if they wish to do so;
- Arrange for the ballot box and the documents relating to the elections to be kept in safe custody and under guard, and allow the candidates and agents to keep the ballot box and documents under observation if they wish to do so, until the time when voting is to resume the next day;
- Immediately before the time for the resumption of voting, the voting station manager shall:
  - Inspect the seals on the ballot boxes and record any tempering with them;
  - Allow the candidates and agents to inspect those seals; and
  - Re-open the openings in the ballot box.

### 8. CLOSING THE VOTING STATION

- The voting station **MUST** be closed at **5:00 P.M.** However, any person in the queue at 5:00 P.M. shall be permitted to vote. The voting station manager should instruct the police officer or another voting official to stand at the rear of the queue immediately at 5:00 P.M. to ensure that no person joins the queue after **5:00 P.M.**
- Voting then continues until all the electors in the queue have voted.
- As soon as the voting station has closed, the voting station manager shall seal the slots of the ballot box using plastic seals and record the serial numbers of the seal in the record of seals section of the diary and invite the agents to take the record of the seals
- The voting station manager shall then reconcile ballot papers and counterfoils then directs the counting of the ballot papers in the presence of candidates, agents, observers and media.

## 9. COUNTING THE BALLOT PAPERS (sec.95)

### 9.1 Procedure for counting

- The voting station manager, with the assistance of voting officers shall immediately after the last elector has voted and left the voting station, reconcile the number of ballot papers issued against the number of electors whose names have been marked on the electors' register as having voted using **Form 11H**.

This is done by counting the:

1. Number of names marked on the electors' register;
2. Number of used counterfoils in each fully and partially used book of ballot papers;
3. Number of second counterfoils;
4. Number of unused ballot papers in each partially used and fully unused book of ballot papers;
5. Number of tendered ballot papers;
6. Number of spoiled ballot papers;
7. Entering each total on **Form 11F**.
8. Completing **Form 11F**.
9. Determine the number of ballot papers in the ballot box.

In each of the steps above the voting station manager should explain and give information to the agents.

- Before opening the ballot box the voting station manager shall check the number on seals to confirm that they are the same seals that were applied to the ballot box at the commencement of the voting and recorded in the voting station diary.
- The voting station manager MUST invite candidates, agents and observers to also check the seals and serial numbers and any seal that may have been applied by any candidate or agent before removing the seals and records the serial numbers of the seals in the record of seals section of the diary.

The counting officer should firstly:

1. Empty the ballot box onto a table.
2. Unfold each ballot paper facedown and check that each ballot paper has the official mark on the back.
3. Count the ballot papers so as to determine the number taken from the ballot box to ensure that the number is equal to 9 above.
4. Hand any ballot paper that do not have the official mark to the Voting Station Manager.
5. Take one ballot paper at a time announce to whom the vote is for and displays the ballot paper to all interested persons in the voting station.
6. Place the ballot papers in a pile for each candidate.
7. After completing the sorting, count the number of ballot papers for each candidate.

The voting station manager must not be involved in the counting process but attend the problems that arise from counting.

- The voting station manager must write the number of ballot papers taken from the ballot box in **Form 11F**.

### 9.2 Rejected ballot papers (sec.96)

The Voting Station Manager shall reject any ballot paper as invalid if:

- Does not have the official mark of the voting station on the back of it.

- Has any writing or mark by which the elector can be identified.
- The elector has voted for more than one candidate or party.
- Has not been marked for any candidate or party.
- The intention of the elector is not clear.
- The voting station manager must decide whether a ballot paper is rejected or allowed.
- If a ballot paper is rejected, the voting station manager shall write, "rejected" on the back of the ballot paper.
- If an objection is made to the decision to reject a ballot paper, the voting station manager shall write, "rejection objected to" on the back of the ballot paper.
- If the voting station manager allows a ballot paper, which is questioned, he/she writes on the back of the ballot paper "allowed" and the name of the candidate or party for whom the ballot paper is counted and count that ballot as allowed.
- If an objection is made to the decision to allow a ballot paper, the voting station manager also writes, "allowance objected to" on the back of the ballot paper.
- The decision of the voting station manager at the voting station is final. It may only be changed if it is under scrutiny by the High Court.

**Note:** A ballot paper is not rejected merely because it bears a mark that is not strictly in accordance with the instructions on the ballot paper or because it has more than one mark as long as in the opinion of the voting station manager, the elector's intention is clearly indicated on the ballot paper.

**NOTE:** Examples of allowed and rejected ballot papers are provided in Appendix 4. This will assist in the resolution of difference of opinion concerning the validity of specific ballot papers.

## 10. RECORDING AND ANNOUNCING THE RESULTS (sec.97 (1))

Once the counting of ballot papers has been completed the voting station manager shall fill Voting Result Form (**Form 11 G**). Voting Result Form will have three copies. The copies will be distributed as follows:

1. White copy to the Returning Officer
2. Blue copy to be put inside ballot box together with used ballot papers.
3. Yellow copy to be posted outside voting station
4. The remaining sheets should be issued to agents.

Steps to be followed when filling **Form 11G**.

- Record the number of votes counted for each candidate/party. (Ensure that any allowed votes but objected to, are also included in the total for each candidate/party.)
- Write the number of rejected votes.
- Add the total number of votes for all the candidates/party.
- Sign the form and invite candidates and agents present to do so.
- Give copies of **Form 11G** to each agent.
- Announce the results both inside and outside the voting station.

## 11. PACKAGING OF MATERIAL AFTER COUNTING OF BALLOTS (sec.97)

- When the results of counting ballot papers have been announced at the voting station, the voting station manager shall complete the ballot paper account **Form 11H** showing the number of ballot papers issued to the voting station.

- The voting station manager will sign the ballot paper account Form and invite the candidates and agents to either sign the form or register a protest.

If a candidate or agent refuses to either sign the form or to register a protest, that candidate or political party represented by that agent may not challenge the count in respect of the constituency.

## 11.1 ENVELOPES

The voting station manager shall then enclose the below mentioned documents SEPARATELY, in the following envelopes:

**ENVELOPES 3** - All valid counted ballot papers for each candidate/party. **ENVELOPES 4** - All rejected ballot papers.

**ENVELOPES 5** - All unused books of ballot papers.

**ENVELOPES 6** - All tendered ballot papers.

**ENVELOPES 7** - All spoiled ballot papers.

**ENVELOPE 8** - The ballot account **Form 11H** and Voting Station Result **Form 11G**.

**ENVELOPE 9** - Marked electors' register and certificates to vote in another voting station.

**ENVELOPES 10** - All books containing counterfoils of fully used, partially used ballot papers and top counterfoils.

**ENVELOPE 11** - Oath of office and any appointment forms.

**ENVELOPE 12** - The official marks.

The voting station manager shall then seal the envelopes with the envelope seal and sign them and invite candidates and agents to sign the seals.

The voting station manager shall then place in the ballot box the following:

- 1) All envelopes 3.
- 2) Envelope 4.
- 3) Envelope 5.
- 4) Envelope 6
- 5) Envelope 7.
- 6) Envelope 9.
- 7) Envelope 10

And seal the ballot box using two plastic seals and record the serial numbers in the record of seals section of the diary and invite candidates and agents to affix their own seals.

The following envelopes **MUST NOT** be placed into either ballot box but **MUST** be delivered to the returning officer.

- 1) Envelope 8.
- 2) Envelope 11.
- 3) Envelope 12.

## 11.2 Voting station diary and attendance register

The voting station diary and Attendance Form should be kept separately and handed to the returning officer as separate items. They must NOT be placed inside an envelope as the returning officer will require information from them.

### 11.3 Equipment and other material

- The voting station manager shall place all other material used and unused into the carry bag and deliver them to the returning officer together with the ballot box and envelopes.
- The voting station manager shall make the necessary arrangements to deliver ballot boxes, and envelopes to the Returning Officer, under escort of a police officer.
- The voting station manager or a voting officer and the police officer **MUST** accompany the delivery.
- Any candidate or agent who wishes to accompany the materials may do so.
- If the delivery is made a day following the count, the voting station manager must ensure that the envelopes and material are kept in a safe place, under guard. Candidates and/or agents may keep these items under observation.

### 12. ELECTION OFFENCES (sec. 162-173)

Election Offences are acts or omissions, which are illegal under the National Assembly Electoral Act, 2011. A person found guilty of an election offence may be fined or imprisoned or both. For some offences, a person may, in addition, be disqualified from voting in subsequent elections or from holding any public office.

Election officers, candidates, electors and the general public can commit such offences. Some of the offences, which require particular attention by electoral officers, are summarised below, but it is the responsibility of each voting station manager to appraise her/himself of the various offences under the law.

It is an offence to do anything that interferes with, disrupts or impedes an election process; or to inflict or threaten to inflict any form of physical or spiritual injury, harm, damage or loss to a person.

The voting station manager should be vigilant to the following election offences:

- An attempt to vote before the poll officially opens or after it officially closes.
- A vote or an attempt to vote by someone not entitled to.
- A vote or an attempt to vote more than once at the same election.
- A vote in the name of another person, living, dead or fictitious.
- Putting anything other than a ballot paper into a ballot box.
- Removing any notice lawfully exhibited in connection with an election.
- Forging or destroying a ballot paper or a certificate of results or any form related to an election.
- Printing or be in possession of or supply a person with a ballot paper without lawful authority.
- Be in possession of a ballot box without authority or to tamper or interfere in any way with a ballot box or its contents during an election.
- Wilfully obstruct or interfere with the work of an election officer.
- Giving or receiving money, a gift, a loan or something of value before or after an election, inducing an elector to vote or not to vote in a certain way.
- Compelling somebody to vote in a particular way.
- Impeding or preventing an elector from freely exercising his or her vote.
- Disclosing information about whom an elector is about to vote for or has voted for or in any way to breach the secrecy of the vote.
- Displaying marked ballot paper in such a way as to make it known to others the candidate an elector has voted for.
- Seeking to influence a person to vote for a particular candidate.
- Seeking to find out the candidate for whom an elector intends to vote or has voted.
- Wearing or display any symbol or emblem (including items of clothing) indicating support for a particular party or candidate
- Making a speech or sing a song or beat a drum, in support of a party or candidate.



## APPENDIX 1

### Instructions - Use of Ballot Box Seals

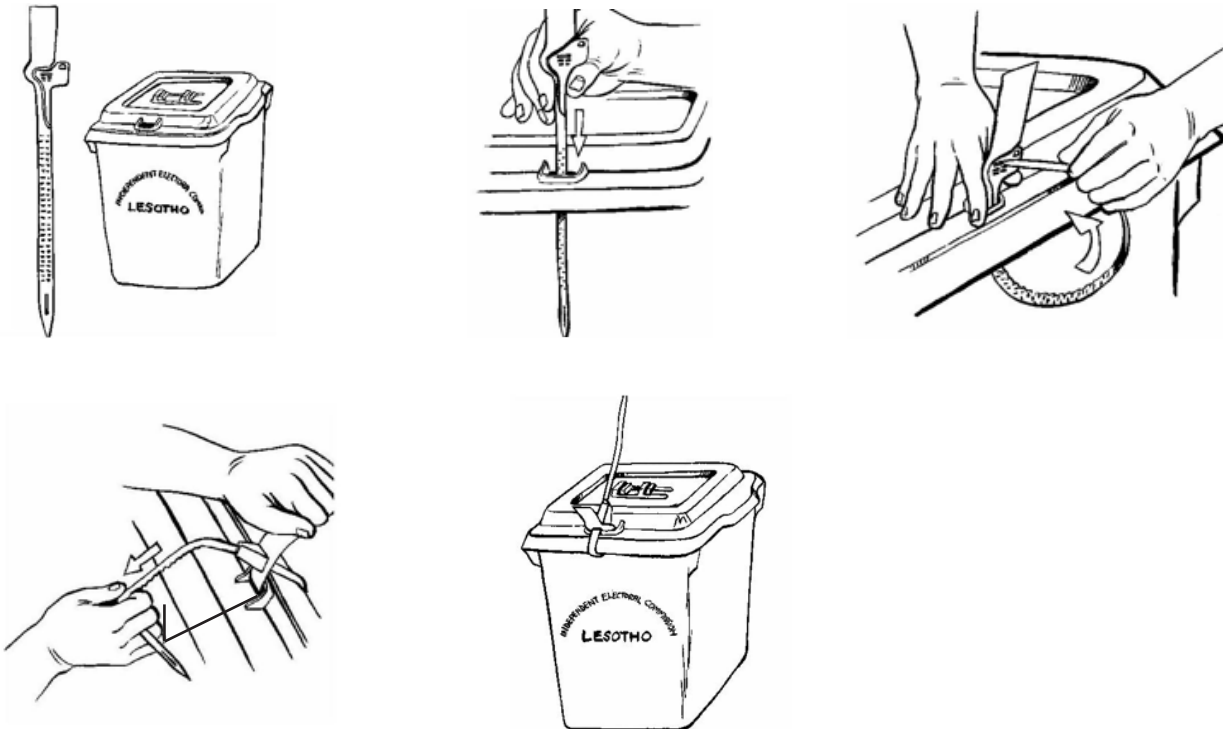
#### Plastic Seal (pull through type)

The plastic “pull through” seals are used at the end of voting and for the resealing of the ballot boxes after the counting is complete and the ballot papers have been packaged, and placed back into the ballot box for transportation to the returning officer.

Care **MUST** be taken to ensure that these seals are not damaged as each voting station is supplied with enough plastic seals.

The plastic seals are used to seal the slots in the ballot box at 5:00 PM and will **NOT** be removed once applied. The slots **MUST** remain sealed at all times while voting is taking place

How seals are affixed to the ballot box:



## APPENDIX 2

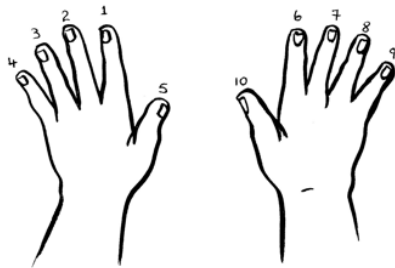
### Instructions - Use of Indelible Ink

The indelible ink will be just like a flip chart marker. The following instructions should be followed when using the ink:

- Apply ink in cuticle of the left index finger
- Leave on for 20 seconds before rubbing off.
- Always keep the marker in horizontal position
- Replace cap when marker is not in use.

## 2.1 The order in which fingers are to be marked

Fingers are to be marked in a specific order should an elector not have the left index finger or have a number of fingers missing. The Commission has determined the order and the diagram below shows the order that the fingers are to be marked if the left index finger is missing.



### Where an elector does not have any fingers:

Should an elector not have any fingers the ink must be applied to the skin at the end of any part of the left arm and if the elector does not have any part of the left arm then the right arm.

If in the unlikely circumstances that an elector does not have any part of either arm the voting station manager shall determine a conspicuous part of the elector to mark with ink that is acceptable to the elector.

### Applying the ink to the elector's finger

After the elector's fingers have been checked to ensure that he/she has not voted before, the **left** hand index finger (forefinger) should be marked.

**NB:** Care should be taken to ensure that the elector does not have nail painted over the area that would prevent the ink from adhering. Should this be the case the elector should be asked to remove that part of the nail polish so that the ink can be applied correctly.

The ink should be put on the skin above the end of the fingernail i.e. the cuticle in such a way that the ink will travel along the end of the fingernail and cover the cuticle area



This diagram illustrates how the finger is marked

## APPENDIX 3

### Samples of rejected Ballot Papers and Samples of Allowed Ballot Papers

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaee</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input checked="" type="checkbox"/>
LETIMA MOLLO	RED PARTY		<input type="checkbox"/>
MOHAU SELLO	WHITE PARTY		<input type="checkbox"/>
THABANG JOSEPH	YELLOW PARTY		<input type="checkbox"/>
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		<input type="checkbox"/>

### A tick in the square adjacent to the name of the candidate or party.

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaee</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input type="checkbox"/>
LETIMA MOLLO	RED PARTY		<input checked="" type="checkbox"/>
MOHAU SELLO	WHITE PARTY		<input type="checkbox"/>
THABANG JOSEPH	YELLOW PARTY		<input type="checkbox"/>
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		<input type="checkbox"/>

### A mark in the square adjacent to the name of the candidate or party

#### Samples of Allowed Ballot Papers

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaee</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input type="checkbox"/>
LETIMA MOLLO	RED PARTY		<input checked="" type="checkbox"/>
MOHAU SELLO	WHITE PARTY		<input type="checkbox"/>
THABANG JOSEPH	YELLOW PARTY		<input type="checkbox"/>
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		<input type="checkbox"/>

**A cross in the square adjacent to the name of the candidate or party.**






<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		
LETIMA MOLLO	RED PARTY		<input checked="" type="checkbox"/>
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**More than one mark; the elector's intention is clear.**

**Samples of Allowed Ballot Papers**

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input checked="" type="checkbox"/>
LETIMA MOLLO	RED PARTY		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**A mark not strictly in accordance with the Act (i.e. several marks); elector's intention is clear.**

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		
LETIMA MOLLO	RED PARTY ✓		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**A tick not strictly in accordance with the Act (i.e. not in the square adjacent to the name of the candidate or party); elector's intention is clear.**

## Samples of Allowed Ballot Papers

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		
LETIMA MOLLO ✕	RED PARTY		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**A cross not strictly in accordance with the Act (i.e. not in the square adjacent to the name of the candidate or party); elector's intention is clear.**


<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input type="checkbox"/> Yes
LETIMA MOLLO	RED PARTY		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**More than one mark; the elector's intention is clear.**

## Samples of Rejected Ballot Papers

<u>Lebitso la mokhethoa</u> Candidate's name	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> Political organisation or independent	<u>Letšoao</u> Symbol	<u>Tšoaea</u> Tick
KHOMO NTSOAKI	BLUE PARTY		<input checked="" type="checkbox"/>
LETIMA MOLLO	RED PARTY		<input checked="" type="checkbox"/>
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**A mark against more than one candidate or party.**

Lebitso la mokhethoa Candidate's name	Mokha oa lipolotiki kapa mokhethoa ea ikemetseng Political organisation or independent	Letšoao Symbol	Tšoaea Tick
KHOMO NTSOAKI	BLUE PARTY		✓
LETIMA MOLLO	RED PARTY		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u> ✓		

**A vote for more than one candidate or party.**

**Samples of Rejected Ballot Papers**

Lebitso la mokhethoa Candidate's name	Mokha oa lipolotiki kapa mokhethoa ea ikemetseng Political organisation or independent	Letšoao Symbol	Tšoaea Tick
KHOMO NTSOAKI	BLUE PARTY		✓
LETIMA MOLLO	RED PARTY		✗
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		

**A vote for more than one candidate or party.**

**Samples of Rejected Ballot Papers**

Lebitso la mokhethoa Candidate's name	Mokha oa lipolotiki kapa mokhethoa ea ikemetseng Political organisation or independent	Letšoao Symbol	Tšoaea Tick
KHOMO NTSOAKI	BLUE PARTY		
LETIMA MOLLO	RED PARTY		
MOHAU SELLO	WHITE PARTY		
THABANG JOSEPH	YELLOW PARTY		
VAKELE LEOMA	<u>EA IKEMETSENG INDEPENDENT</u>		THABO ✗

**Writing by which an elector can be identified.**

<u>Lebitso la mokhethoa</u> <b>Candidate's name</b>	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> <b>Political organisation or independent</b>	<u>Letšoao</u> <b>Symbol</b>	<u>Tšoaea</u> <b>Tick</b>
<b>KHOMO NTSOAKI</b>	<b>BLUE PARTY</b>		
<b>LETIMA MOLLO</b>	<b>RED PARTY</b>		
<b>MOHAU SELLO</b>	<b>WHITE PARTY</b>		
<b>THABANG JOSEPH</b>	<b>YELLOW PARTY</b>		
<b>VAKELE LEOMA</b>	<b><u>EA IKEMETSENG INDEPENDENT</u></b>		

**A vote for more than one candidate or party.**

### **Samples of Rejected Ballot Papers**

<u>Lebitso la mokhethoa</u> <b>Candidate's name</b>	<u>Mokha oa lipolotiki kapa mokhethoa ea ikemetseng</u> <b>Political organisation or independent</b>	<u>Letšoao</u> <b>Symbol</b>	<u>Tšoaea</u> <b>Tick</b>
<b>KHOMO NTSOAKI</b>	<b>BLUE PARTY</b>		<input checked="" type="checkbox"/>
<b>LETIMA MOLLO</b>	<b>RED PARTY</b>		<input checked="" type="checkbox"/>
<b>MOHAU SELLO</b>	<b>WHITE PARTY</b>		<input checked="" type="checkbox"/>
<b>THABANG JOSEPH</b>	<b>YELLOW PARTY</b>		<input checked="" type="checkbox"/>
<b>VAKELE LEOMA</b>	<b><u>EA IKEMETSENG INDEPENDENT</u></b>		<input checked="" type="checkbox"/>

**A vote for more than one candidate or party.**

**APPENDIX 4  
Samples of Voting Diary**



**INDEPENDENT ELECTORAL COMMISSION  
KINGDOM OF LESOTHO - NATIONAL ASSEMBLY ELECTORAL ACT, 2011**

**Voting Station Diary**

**Constituency Name:** .....

**Number:** .....

**Voting Station Name:** .....

**Number:**.....

The following important statutory declarations are contained in this diary for use at the voting station should an elector's right to vote be in doubt or challenged:

- Form 11B - Declaration of elector when required by the Voting Station Manager
- Form 11C - Declaration against identity of an elector by candidate or agent
- Form 11D - Declaration of elector challenged by a candidate or agent
- Form 11E- Declaration by official witness contradicting declaration of challenged elector
- Form 11F - Declaration by personated elector

**Other forms contained in this Dairy:**

- Voting Station Officer's Attendance Record
- Party Agents attendance record
- Official Witness Attendance Record form
- Certificate for opening of voting station
- Certificate for closing of voting station
- Record of ballot Box Seals received
- Official Mark Space form
- Voting Station Results Form
- Hourly Return Form
- Ballot Account Form

**Name of Voting Station Manager:** \_\_\_\_\_

**Name of Official Witness:** \_\_\_\_\_



**VOTING STATION OFFICERS' ATTENDANCE RECORD  
ON VOTING DAY**

The Voting Station Manager is to write the name of each Voting Station Officials and the time each one arrives in the morning and leaves after the count.

constituency.....

Voting Station- Name..... Number.....

Position of Official	Name and Surname of Official	Time Arrived	Time Left	Reg. No.	Signature
Voting station officer					
Voting station officer					
Voting station officer					
Voting station officer					
Voting station officer					
Voting Station Manager					
Voting station officer					
Voting station officer					
Voting station officer					

I certify that I and other polling staff as listed above attended the voting station during the times specified against each person.

\_\_\_\_\_  
(Voting Station Manager)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICIAL WITNESSES ATTENDANCE RECORD FORM ON VOTING DAY

The Voting Station Manager is to write the name of Official Witness and the time at which the Official Witness arrives in the morning and leaves after the count.

Constituency.....

Voting Station- Name..... Number.....

Name and Surname of Official Witness	Time Arrived	Time Left	Reg. No.	Signature

I certify that the Official witnesses listed above attended the voting station during the times specified against each person.

\_\_\_\_\_

**(Voting Station Manager)**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## CANDIDATE'S AGENTS' ATTENDANCE RECORD ON VOTING DAY

Constituency.....

Voting Station- Name.....

Number.....

**Date**.....

Name and Surname of Party agents	Party Name	Name of candidate	Reg. No.	Signature

**Comments**

.....  
 .....  
 .....  
 .....

I certify that the Candidate's Agents listed above attended the voting station during the times specified against each person.

**Voting Station Manager** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CERTIFICATE FOR OPENING OF VOTING STATION**

I certify that this voting station named .....

Numbered.....

For the Constituency of ..... Numbered .....

Opened at .....A.M. on voting day.

**Signed:**.....

(Voting Station Manager)

**Witnessed by: Party Agents**

Name and Surname	Signature	Party

**CERTIFICATE FOR CLOSING OF VOTING STATION**

I certify that this voting station closed at .....P.M.

**Signed:** .....  
(Voting Station Manager)

**Witnessed by: Party Agents**

Name and Surname	Signature	Party

**RECORD OF BALLOT BOX SEALS RECEIVED**

*(Write complete serial number of each seal received)*


I certify that i have recieved..... Ballot Box seals with the serial .....  
(state number of seals recieved) ..... Numbers as listed above.

.....  
(Voting Station Manager)

**Signatures of Candidates or Agents**

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**RECORD OF OFFICIAL MARK RECEIVED IN A POLLING STATION**

**Official Mark for Ballot paper**  
*(Affix stamp inside the box)*

I certify that i have recieved..... Official Mark .....  
(state number of Official marks recieved) .....

.....  
(Voting Station Manager)

**Signatures of Candidates or Agents**

<b>Name and Surname</b>	<b>Signature</b>	<b>Party/ IND</b>

**Record of Seals used  
(Placed on and Removed from Ballot Boxes)**

Write the serial numbers of the **SEALS** used to seal the ballot box before the commencement of voting.

Ballot Box	

Write the serial numbers of the **SEALS** used to seal the ballot box slots after the last elector has voted.

Ballot Box

(Write the serial numbers of the seals removed immediately before Counting commences.)

Ballot Box	

**NOTE: These serial numbers should be the same as the ones Recorded before the commencement of voting**

**NOTE: DO NOT remove the seal used to seal the ballot box slots.**  
(Write the serial numbers of the seals used to seal the ballot boxes after the completion of the counts and before transporting the sealed ballot boxes to the returning officer's office.)

Ballot Box	

(Write the serial numbers of any unused or damaged seals.)


I certify that the serial numbers as recorded at 2 and 4 above are the serial numbers of the seals used to secure ballot boxes prior to transportation to the returning officer and that I accounted for **ALL** seals supplied to me.

\_\_\_\_\_  
**Voting Station Manager**

**Signatures of Candidates or Agents**

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**FORM 11B**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**DECLARATION OF ELECTOR WHEN REQUIRED BY THE VOTING STATION MANAGER**  
**(Section 84 (5 )**

**Constituency of** \_\_\_\_\_

**I hereby declare:**

- (a) that I am an elector whose name appears on the electors' register of the above mentioned constituency,
- (b) I am registered for the said constituency and have adequate proof of registration,
- (c) I have not yet voted in an election as an advance elector or at a voting station in the aforesaid constituency or in any other constituency.

Name of Declarant	Registration Number of Declarant	Signature of declarant

Voting Station Name .....Number.....

Declared before me this .....day of .....20.....

\_\_\_\_\_

**Voting Station Manager**

**FORM 11C**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**DECLARATION AGAINST IDENTITY OF ELECTOR BY CANDIDATE OR AGENT**  
**(Section 84)(7)**

**Constituency of .....**

I hereby declare that it is impossible for the person listed below whose name appears on the electors' register for the above mentioned constituency, to be present at the under mentioned voting station because the registered elector is:

- (a) Dead;
- (b) Incapacitated by sickness;
- (c) Physically disabled;
- (d) Unable to be at the voting station for some other cause;
- (e) Not in Lesotho.

Name of person challenged	Registration number of challenged person	Choose (a), (b), (c), (d), or (e)	Name of declarant	Signature of declarant

**Voting Station Name .....Number .....**

**Declared before me this .....day of .....20.....**

.....  
**Voting Station Manager**

**FORM 11D**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**DECLARATION OF ELECTOR CHALLENGED BY A CANDIDATE OR AGENT**  
**(Section 84 )(8)**

**Constituency of .....**

The Voting Station Manager having read to me a declaration challenging my eligibility to vote at the under mentioned voting station, I hereby declare that:

- (a) I am in fact the person whose name appears on the electors' register for the above constituency;
- (b) I have been registered as an elector in the above mentioned constituency;
- (c) The statement made in the declaration referred to above, are incorrect;
- (d) I have not yet voted in the election as an advance elector or at the voting station in the above mentioned constituency or any other constituency.

Name of Declarant	Registration Number of Declarant	Signature of declarant

Voting Station Name .....

Number.....

Declared before me this ..... day of .....20.....

\_\_\_\_\_  
**Voting Station Manager**

**FORM 11E**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO**  
**DECLARATION BY OFFICIAL WITNESS CONTRADICTING DECLARATION**  
**OF CHALLENGED ELECTOR**  
**(Section 84)(9)**

**Constituency of** \_\_\_\_\_

I am an official witness at the under mentioned voting station in the above mentioned constituency and having read the declaration of the person listed below, whose eligibility to vote has been challenged, declare that to the best of my knowledge and belief, the statement made by the challenged elector in his/her declaration is incorrect.

Name of person challenged	Registration number of challenged person	Name of declarant	Signature of declarant

Voting Station Name .....

Declared before me this .....day of .....20.....

\_\_\_\_\_

**Voting Station Manager**

**FORM 11F**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**DECLARATION BY PERSONATED ELECTOR**  
 (Section 92 )(1)©

**Constituency of** \_\_\_\_\_

I hereby declare that I am a personated elector and that I have not yet voted at this election as an advance elector or at any voting station in the above mentioned constituency or in any other constituency.

Name of declarant (Personated Elector)	Registration number of declarant	Signature of declarant

Voting Station Name .....

Declared before me this .....day of .....20.....

\_\_\_\_\_  
**Voting Station Manager**

**Voting Station Manager’s Notes:**

**FORM 11G**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO - NATIONAL ASSEMBLY ELECTORAL ACT, 2011**

**Voting Station Results**

[Section 94(8)]

At the election held on \_\_\_\_/\_\_\_\_/\_\_\_\_, the votes cast for each candidate  
at \_\_\_\_\_ voting station, numbered \_\_\_\_\_ for the constituency of  
.....were as follows:

Name of Candidate	Party/Independent	Votes Objected to	Total Votes (include votes objected to)
<b>Total number of votes for candidates</b>			
<b>Number of informal (Rejected) votes</b>			
<b>Total number of votes (in ballot box</b>			

.....
<i>(Voting Station Manager)</i>

<b>Number of Tendered ballot papers</b>	.....
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**FORM 11H**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO - NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**Ballot Paper Account Form for Voting Station**  
(section 97)

**Record of Ballot Paper serial numbers & quantities received**

Serial Numbers of each book of ballot papers	Received from	Total Ballot Papers
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
(1) FROM                      TO	(2)	(3)
<b>Total number of ballot papers received</b>		(4)

**Record of Ballot paper serial numbers of quantities transferred out of Voting Station**

Serial Numbers of each book of ballot papers	Transferred to	Total Ballot Papers
(1) FROM                      TO	(5)	(6)
(1) FROM                      TO	(5)	(6)
(1) FROM                      TO	(5)	(6)
<b>Total number of ballot papers transferred</b>		(7)
<b>Total number of ballot papers at Voting Station</b> [Total Received (4) minus Total Issued (7)]		(8)

## At the Close of Voting

Serial numbers of USED books of ballot papers	Unused	Used (Counterfoils)	Total Ballot Papers	
(9) FROM TO		(10)	(11)	
(9) FROM TO		(10)	(11)	
(9) FROM TO		(10)	(11)	
(9) FROM TO		(10)	(11)	
(9) FROM TO		(10)	(11)	
(9) FROM TO		(10)	(11)	
<b>Serial Numbers of PARTIALLY used books of ballot papers</b>				
(12) FROM TO	(13)	(10)	(11)	
(12) FROM TO	(13)	(10)	(11)	
(12) FROM TO	(13)	(10)	(11)	
<b>Serial Numbers of UNUSED books of ballot papers</b>				
(14) FROM TO	(13)		(11)	
(14) FROM TO	(13)		(11)	
(14) FROM TO	(13)		(11)	
<b>Totals</b>		(15)	(16)	(17)

<b>Number of ballot papers Used for TENDERED VOTES</b>	(18)		
<b>Number of SPOILED ballot papers</b>	(19)		
<b>Number of Ballot Papers to be accounted for</b> [Total used (16) Minus (tendered (18)+ spoiled (19))]		(20)	
<b>Number of names marked off the electoral list</b>		(21)	
<b>Number of certificates for voters who voted elsewhere</b>			(22)
<b>Number of voters, if any, who refused to receive the ballot papers</b>			(23)
<b>Number of Certificates (Form 11A) and of electors who refused to receive a ballot paper [(22) plus (23)]</b>			(24)
<b>Total number of voters who voted at this voting station</b> [(21) plus (22)] minus (24)			(25)

<b>Number of ballot papers found in the ballot box</b>		(26)
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_____
_____
_____
<b>(Voting Station Manager)</b>



**Signatures of Candidates or Agents**

Name and Surname	Signature	Party/ IND

- (1) Insert the serial number range of each book of ballot papers separately by entering the first and last serial number in each book.
- (2) Insert "RO" for returning Officer or "VSM" for Voting Station Manager and the voting station where you received additional books of ballot papers if any.
- (3) Insert the number of ballot papers in the book of ballot papers after checking each book. (Under normal circumstances, there should be 100.)
- (4) Add the number of ballot papers received in each book of ballot papers (3) together and insert here.
  
- (6) Insert the number of ballot papers in each book of ballot papers transferred. (Under normal circumstances, there should be 100 however, in extreme circumstances less than 100 may be transferred)
- (7) Add the number of ballot papers transferred in each book of ballot papers (6) together and insert here.
- (8) This is the total number of ballot papers at the voting station that the voting station manager MUST account for.
- (9) Insert the serial numbers range of each fully USED book of ballot papers.
- (10) Insert the number of used ballot papers from each book of ballot papers.
- (11) Insert the total number of ballot papers from each book of ballot papers. (add Unused (10) and Used (11) together where applicable.)
- (12) Insert the serial number range of each PARTIALLY used book of ballot papers. (The full serial number range of the book must be entered.)

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- (13) Insert the number of used ballot papers from each book of ballot papers
  - (14) Insert the serial number range of each fully UNUSED book of ballot papers.
  - (15) Add all unused ballot papers from partially used books and fully unused books of ballot papers.
  - (16) Add all used ballot papers from partially used books and fully used books of ballot papers.
  - (17) Add all totals together to obtain the total number of ballot papers. [This MUST equal the sum of (15) and (16).]
  - (18) Count the number of tendered ballot papers used and write the total here.
  - (19) Count the number of spoiled ballot papers and write the total here.
  - (20) Insert the number of ballot papers used (16) minus ((18) + (19)) to get the total number of ballot papers that should be in the ballot box.
  - (21) Insert the number of electors that have been marked off on the electoral list.
  - (22) Insert the number of electors marked off on the tendered electors' list
  - (23) Insert the number of electors, if any, that refused to receive a ballot paper.
  - (24) Insert the total number of voters who voted at the polling station (21) plus ((22) minus number of voters who refused to receive the ballot papers (23)).
  - (25) Deduct the number of names on the tendered voters list (22) from the total number of voters who voted at the voting station (24), to get the number of ballot papers expected to be found in the ballot box.
  - (26) Insert the number of ballot papers that were found in the ballot box.

**FORM 1H**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**APPOINTMENT OF AN AGENT**  
(sec.16)(1)&(52)(1,3,4)

I,.....  
(*Name of candidate or authorised officer bearer*) being a candidate or a duly authorised office bearer of a political party hereby appoint

Full Names of Agent.....

--	--	--	--	--	--	--	--	--	--	--	--

Registration number

Address of agent.....

Whose name appears on the elector’s list for.....  
Constituency as my agent for the purpose of the proceedings at registration centre/voting station.

..... Date:...../...../.....  
(*Signature of candidate or Office Bearer*)

**NOTE: the agent must give this appointment to the Registration Officer/Voting Station Manager on arrival at the registration centre/voting station. The Director of Elections must also be advised of this appointment using Form 1I prior to voting day.**

**FORM 8**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**OATH OF OFFICE (Section 53(1)&(2))**

I.....  
(Write full names)

Of.....  
(Write address in full)

Do solemnly promise and declare that I will:

- Maintain the oath of office;
- not do anything forbidden by the National Assembly Electoral Act, 2011;
- respect authority of IEC;
- Respect the rights of electors
- Respect and treat political party leaders equally.

Signature of

Declarant.....

Declared before me.....

Director of Elections/

Area Electoral Office/Returning Officer/Voting Station Manager

*NOTE: The following persons are required to make an oath of office:*

1. Returning officers and Deputy Returning Officer.
2. Voting Station Manager and Deputy Voting Station Manager.
3. Voting Station Officers.
4. Official Witnesses.
5. Counting Officers.
6. Candidates and Agents.

Other persons entitled or authorised to attend voting stations, other than for reason of voting.

**FORM 11A**  
**INDEPENDENT ELECTORAL COMMISSION**  
**KINGDOM OF LESOTHO – NATIONAL ASSEMBLY ELECTORAL ACT, 2011**  
**CERTIFICATE AUTHORISING ELECTOR TO VOTE WHERE ON DUTY**  
(Section 83(2)(c))

**(To be completed in duplicate)**

Full Names of Elector.....  
Elector's Registration Number.....  
Voting Station Name.....

The above mentioned elector is authorised to vote at the following voting station:

Voting Station Name..... Number.....  
Signature.....Date...../...../.....  
Returning Officer for the Constituency of.....

**Note to the Voting Station Manager for the voting station which the elector will vote at:**

Upon presentation of this certificate by the elector, you are requested to write the name and registration number of the elector at the end of the electors' list, then rule through them and allow the voter to vote in a normal manner. This certificate is to be placed with the electors' list in envelope number 9 at the end of voting.

**Note to the Voting Station Manager for the voting station which the elector is registered at:**

On receipt of this certificate, you are instructed to rule through the name of the elector on the electors' list and place this certificate with the elector's list in envelope number 9 at the end of voting

National Assembly Electoral Act, 2011

### Ballot Box

Constituency Name: \_\_\_\_\_, Number: \_\_\_\_\_

Voting Station Name: \_\_\_\_\_, Number: \_\_\_\_\_

Voting Station Manager Name: \_\_\_\_\_, Date: \_\_\_/\_\_\_/\_\_\_

Independent Electoral Commission  
National Assembly Electoral Act, 2011

Date: \_\_\_/\_\_\_/\_\_\_

### Envelope Seal

Voting Station Manager \_\_\_\_\_ (Signature)

### Candidates & Agents Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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