



ELECTORAL OFFICERS MANUAL

FOR 2018 HARMONIZED ELECTIONS



ZIMBABWE ELECTORAL COMMISSION

ELECTORAL OFFICERS MANUAL

FOR 2018 HARMONIZED ELECTIONS



ZIMBABWE ELECTORAL COMMISSION

CONTENTS

Foreward	ix
Vision, Mission and core Values of ZEC	x

Section 1

INTRODUCTION	11
1.1 Objective of the Manual	11
1.2 Appointment of Electoral Officers	11
1.3 Attendance at Training Programs and Briefings	11
1.4 Identification of Electoral Officers	12
1.5 Impartiality of Electoral Officers	12
1.6 Declaration of Secrecy	12
1.7 Ensuring Secrecy of Vote	12
1.8 Misconduct of the Electoral Officers	12

Section 2

PREPARING FOR POLLING	13
2.1 Prerequisites	13
2.2 Receiving of Election Material	13
2.3 Checking of Ballot Papers	14
2.4 Checking of the Voters' Rolls	14
Distinct Features on the Voters' Rolls	15
2.5 Ballot Boxes & Lids	16
2.6 Register of Postal Voters and Postal Vote Envelopes	16
2.7 Transport to Polling Station	16

Section 3

SETTING UP THE POLLING STATION	17
3.1 The Voters' Roll	17
3.2 Polling Booths	17
3.3 Outside and around the Polling Station	17
3.4 Polling Rehearsals	18
Proposed Polling Station with Single Entry Point	18
3.5 Role of Presiding Officer	19
3.5.1 Implementing restrictions within 300 Meters of Polling Stations	19
3.5.2 Disorder during polling	19

3.5.3 Polling Station Visitors.....	20
3.6 Communication during polling process.....	20
3.7 Election Staff and Accredited Personnel in Polling Stations.....	20
3.8 Police Officers	21
3.9 Intoxication	21
3.10 Agents	21
3.11 Election Observers	21

Section 4

POLLING DAY	22
4.1 Preparations from 6:00 AM to 6:30AM.....	22
4.2 From 6:30 A.M to 7:00 A.M	22
4.2.1 Declaring Ballot Boxes Empty and Sealing them.....	22
4.2.2 Ballot Papers Serial Numbers	23
4.2.3 Attendance Register.....	23
4.2.4 Absence of Election Agent at Commencement of Poll	23
4.2.5 Delayed Opening.....	23
4.3 Beginning of Polling (7:00AM)	23
4.4 Steps in the Polling Process.....	24
Step 0: Queueing for Voting	24
Step 1: Usher.....	25
Step 2: Voters' Roll Officer	26
Statistics Officer	27
The Age Calculation Table.....	27
Step 3: Ballot Paper Issuer(s)	28
Step 4: Inker	28
Missing Limbs	28
Step 5: Marking of Ballots	28
What if a Voter makes a mistake?	29
Step 6: Casting of Ballot	29
4.5 Assisted Voters.....	29
4.5.1 Assisted Visually-Impaired Voter with Confidant.....	29
4.5.2 Assisted Illiterate Voter with Confidant.....	29
4.5.3 Assisted Visually-Impaired or Illiterate Voter with No Confidant	29

Section 5

CLOSING THE POLLING STATION	30
5.1 Closing Instructions.....	30
5.2 Cases of Deviations Allowed in Closing Time	30
5.3 Steps Immediately after Close of Poll Time	30

Section 6

POSTAL VOTING.....	31
6.1 Who may vote by Postal Vote?	31
6.2 Polling Station Postal Vote Register	31
6.3 Marking of Postal Voters in Voters' Roll	31
6.4 Postal Ballot Boxes	32
6.5 Casting of Postal Ballots at Polling Station.....	32
6.6 When a Postal Voter Applicant Turns Up at a Polling Station	33

Section 7

COUNTING AND DISPLAYING OF RESULTS	34
7.1 Pre-count Declaration	34
7.2 Opening Order.....	34
7.3 Opening the Ballot Box	35
7.4 Ballot Paper Verification Process	35
7.5 Incorrectly Inserted Ballots.....	35
7.6 Unaccounted for Ballot Papers	35
7.7 Ballot Papers Not Bearing Official Mark.....	35
7.8 Excess of Ballots in the Box.....	36
7.9 Valid Votes	36
7.10 Invalid votes.....	37
7.11 Acceptance Objected To.....	37
7.12 Rejection Objected To	37
7.13 Section A, B & C of the Polling Station Return (Form V11)	38
7.14 Section D of the Polling Station Return.....	40
7.15 Certification of Polling-Station Return, Form V.11.....	42
7.16 Transmission of Polling Station Return & Other Essentials	44
7.17 Summary to Close of Poll.....	44

Section 8

TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIAL TO THE WARD ELECTIONS OFFICER	45
8.1 Election Material sent to the Ward Elections Officer	45
8.2 Election material sent to the Constituency Election Officer	46
8.3 Election Staff at Ward Collation Centre and Their Responsibilities.....	47
8.4 Handover procedure from the Presiding Officer to Ward Election Officer	47
8.5 Processing of results at Ward Level	47
8.6 Day After Elections	48

Section 9

TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIALS TO THE CONSTITUENCY ELECTIONS OFFICER	49
9.1 Handover procedure from Ward to Constituency Election Officer	49
9.2 Storage of Election Residue	51

Annexures

Annexure 1: Inventory List for Polling Station	53
Annexure 2: Polling Station Return Form (V.11)	55
Annexure 3: Collation of Polling Station Returns at Ward Collation Centre.....	58
Annexure 4: Collation at National Assembly Constituency Centre	60

FOREWARD

Elections present democratic nations with an opportunity to redirect their country's political, economic and social trajectory. It is the will of people expressed through each and every individual's democratic vote that will determine the outcome of our elections and set in motion the destiny of our nation. Free, fair and credible elections can only be achieved through integrity, transparency, adherence to the law and impartiality at all levels – we shall exercise our mandated duty showing no favouritism to any individual or political entity.

Training for polling operations staff is a valuable investment serving to enhance the integrity of our election process. It is a necessary and integral part of each election – one that ensures that all staff have the competency to apply electoral procedures accurately, impartially, and consistently throughout every administration office, polling station, and counting centre.

In training for voting operations, it is essential to achieve competency; this entails not only knowing our procedures but also developing all staff's ability to implement these procedures in the prescribed manner. Polling staff are engaged in a one-time event, working under intense pressure, and with little latitude for error. This training manual provides the opportunity for each of us to gain a deeper understanding of these processes in a visual manner.

One key to ensuring free and fair elections is making sure every aspect of the voting, counting and results processing is completed both accurately and transparently.

On conclusion of the results count at each Polling Station, Party Agents will be provided with copies of the Polling Station's Results signed by the Presiding Officer and Election Agents present. It will not be possible for any individual to alter these results. It is this system of checks and balances that strengthens stakeholder confidence and contributes to the credibility and integrity of Elections.

As election officials what our nation requests of you is; to fulfil your duty with strict adherence to our nation's electoral laws and regulations and, at all times, to exercise your duty efficiently, faithfully, accurately and in an impartial manner.

Justice Priscilla Makanyara Chigumba
Chairperson, Zimbabwe Electoral Commission

VISION, MISSION AND CORE VALUES OF ZEC

Vision

To be a centre of excellence in the management of elections and referendums.

Mission

To prepare for, conduct and supervise elections and referendums in accordance with the laws of Zimbabwe guided by the electoral cycle and electoral management best practices in collaboration with stakeholders.

Core Values

- Integrity
- Teamwork
- Impartiality
- Transparency
- Independence.

INTRODUCTION



1.1 Objective of the Manual

Constitution of Zimbabwe (Section 239) mandates the Zimbabwe Electoral Commission (ZEC) to conduct elections efficiently, freely, fairly, transparently and in accordance with the law.

This Manual provides guidance to all Electoral Officers (EOs) who will conduct and or supervise polling processes at Polling Stations to ensure that elections are conducted in terms of the Constitution and Electoral Law. It provides instruction on the duties and responsibilities of Presiding Officers and other Electoral Officers and on the relevant legal provisions governing the polling processes and procedures that must be followed.

The Electoral Act prevails if this Manual is at variance with its provisions.

Electoral Officers must consult with the next higher office about any situation that may arise that is not provided for in these instructions or the Electoral Law. They must ensure that the voting process is carried out efficiently, and that the results are accurately captured and transmitted.

1.2 Appointment of Electoral Officers

Presiding Officers and EOs are appointed in terms of section 52(2) of the Electoral Act. This provides for the appointment of sufficient Presiding Officers and EOs for the purposes of the poll.

The Commission will select, screen and train the EOs enabling them to perform their functions and duties according to the Constitution and Electoral Law. For the period of an Election, every person seconded to the Commission will be under the Commission's direction and control in every respect. [Electoral Act Section 10(3)]

1.3 Attendance at Training Programs and Briefings

Training is compulsory and no one is exempted. Persons appointed as EOs must attend all training programs and relevant briefing sessions. This is important to ensure that these officers have all the necessary knowledge and skills to perform their duties competently. The Presiding Officers and EOs must practice mock polling exercises to the satisfaction of the trainers.

1.4 Identification of Electoral Officers

All EOs are required to always wear the easily identifiable ZEC Jackets (when provided) and display name badges for easy of identification.

1.5 Impartiality of Electoral Officers

Section 11(2) of the Electoral Act requires all EOs to maintain strict impartiality in the exercise of their functions. The actions, attitude and behavior of the EO should not be such that it:

- gives rise to a reasonable apprehension that they are exercising their functions with partiality or bias; or
- places in jeopardy their independence or the perception of their independence; or
- compromises the Commission's credibility, impartiality, independence or integrity.

All EOs and any staff hired by ZEC are to ensure that:

- they must not hold or seek to hold any elective or political office.
- they must not, except in the exercise of their functions, perform any work for a political party or candidate in connection with an Election.
- they must not knowingly wear any badge or article of clothing that is or is reasonably likely to be associated with a political party or candidate contesting any Election.
- they must never accept any gifts, whether money, food or any other thing, as tokens of appreciation for the performance of their duties.

1.6 Declaration of Secrecy

Every EO is required to sign a declaration of secrecy (Form V19) before the start of the poll as per Section 82 of the Electoral Act. This is also a mandatory requirement for every Candidate or Agent of an Election Candidate who is authorized to attend the counting or collation of votes at a Polling Station or Constituency Center.

The Constituency Elections Officer makes a declaration before a Commissioner of Oaths. The other Electoral Officers, Candidates and Agents then make a declaration of secrecy before the Constituency Elections Officer or any other Commissioner of Oaths. The Declaration of Secrecy Form (V19) must be handed over to the Presiding Officer before the start of poll.

Every Presiding Officer should collect a duly completed Declaration of Secrecy Form (Form V19) from all Election Agents before the opening of poll. Accredited Observers do not sign declaration of secrecy forms.

NB: The PEO must ensure this legal proviso is attended to preferably during training and Multi-party liaison meetings.

1.7 Ensuring Secrecy of Vote

All Electoral Officers must maintain, and aid in maintaining, the secrecy of the voting at their station. According to Section 86 of the Electoral Act, it is an electoral offence to:

- communicate to any person, except for some authorized lawful purpose, any information likely to defeat the secrecy of the vote;
- interfere or attempt to interfere with a voter when that person is marking his or her ballot;
- obtain or pass on information as to the candidate for whom a voter has voted;
- cause a voter who has marked his or her ballot to display it in a manner that makes known how that person has voted;
- place on a Ballot Paper any mark or writing that will allow the identity of the voter to be easily identifiable.

1.8 Misconduct of the Electoral Officers

Types of actions that are categorized as misconduct by EOs include:

- drunkenness,
- rowdy behavior,
- failure to perform duties professionally,
- failure to obey the Presiding Officer's orders or instructions,
- Interference with voters, amongst others.

Penalties for such misconduct include arrest and detention by the Police pending appropriate action, instant dismissal, immediate reporting to the Chief Elections Officer and recovery of any allowances advanced.

PREPARING FOR POLLING



2.1 Prerequisites

There are some basics you should be aware of before the Polling Process starts. You are expected to know:

- The name of your Polling Station; and
- The general location of your Polling Station.

For convenience you are also required to know whether the following facilities are readily available:

- Shops,
- Water,
- Electricity,
- Furniture,
- Toilets

You should be familiar with the roles and duties of the following EOs in the Polling Station :

- The Presiding Officer,
- Usher,
- Voters' Roll Officer,
- Statistics Officer
- Indelible Ink Marking Officer,
- Ballot Paper Issuer(s),
- Recording Officer, and
- Police Officers.

The Presiding Officer must have phone numbers for the Constituency Election Officers and Ward Elections Officer and their deputies (if any) for communication.

When you arrive at your assigned Polling Station, should any issues arise (such as any electoral material being damaged during transportation) you must inform your Ward Elections Officer immediately and together agree what steps must be taken by each of you to resolve the situation.

On Polling Day, you need to periodically update the Ward Elections Officer with your polling station statistics. Any stationary deficiencies will be reported to the Ward Elections Officer. So will any unprecedented events. Arrangements for transport of results and Election residue must be made prior to poll.

It is equally important for each team member to have phone numbers of all personnel assigned to their respective Polling Station. This aids group cohesion and community of purpose.

2.2 Receiving of Election Material

This is an important pre-polling function and responsibility of Presiding Officers. The election material is received by the Presiding officer **3 days before the polling** at the Constituency Elections Office. After a Presiding Officer receives the election material, he or she must carefully examine the contents to ensure that all the equipment and materials for the poll as set out in the check list (Annexure 01)

has been supplied. The Presiding Officer must not delegate this duty to any other officer.

The Presiding Officer must sign the Inventory List (Form PE 2005/29) after ensuring that all the equipment and materials have been supplied in the correct quantities and in usable condition. If any items noted to be damaged then replacements must be requested. Your signature confirms that the material is now in your custody.

2.3 Checking of Ballot Papers

NAME OF CANDIDATE	NAME OF PARTY	SYMBOL	PHOTO	MARKING SPACE
MAPOSA	MUTI			
SHAMI	SHIRI			
TIGERE	NYATI			

The Presiding Officer must ensure that sufficient Ballot Papers for each of the three Elections have been supplied. Also ensure that the correct ballots for Local Councilor, as well as, National Assembly have been provided based on the candidates that appear on these ballots.

Presiding Officer must check the Ballot Papers supplied to him/her for print quality, serialization errors and omissions. Badly printed copies, creased or poorly cut ballots must not be used. Within the books of Ballot Papers supplied, you may find mis-numbered or unnumbered Ballot Papers. Do not pull them out at the Command Centre; rather put marks on them to cancel these on the day of poll in the presence of political party agents.

When polling starts, these Ballot Papers should **NOT** be issued out to voters. They must be endorsed 'Cancelled,' initialed by the Presiding Officer and placed in an envelope that must be sealed and kept by the Presiding Officer in a secured envelope. The fact of the cancellation shall be noted upon the counterfoil. At the close of the poll all mis-numbered and un-numbered Ballot Papers must be sealed in separate envelope packets marked "Cancelled: Unnumbered and Mis-numbered Ballot Papers," and the number of such papers must be noted on the outside of the envelope.

Presiding Officers must ensure that sufficient usable ballots remain when compared against the number

of registered voters on their Polling Station's Voters' Roll. Do not forget that a small percentage of additional ballots must be on hand in case a ballot is damaged during tearing off from the counterfoil, or in cases where the voter makes a mistake and requests a replacement ballot.

You may receive some books with the first few pages plucked out for Postal Vote. Ensure that the number of ballots plucked out corresponds with the number on the Polling Station Postal Vote Register. If not, raise the issue with the Ward Elections Officer. Also, check the print quality of the Ballot Paper. Make sure it is not creased nor does it have splurges of ink. Ensure that no factory marks may be ascribed to pointers as to where a voter should place his/her mark.

2.4 Checking of the Voters' Rolls

Presiding Officers shall be issued one set of the Polling Station Specific Voters' Roll. Check that this is the correct Voters' Roll for your specific Polling Station. (And take note of the *Polling Station Code* as this will be of use when confirming that the correct Postal Vote material has been provided.)

Note that unlike past Elections, Voters' Rolls from now on will be Polling Station Specific. This means that unlike in the past where voters could vote at any Polling Station in the Ward, Voters will only be permitted to vote at their assigned Polling Station and nowhere else.

Check the condition and print quality of the Voters' Roll. You must be able to clearly read the details of each voter. The photographs must be clear so that the voters are easily recognisable when they present themselves for polling. This is very important for you as it helps you to match the person/voter that will present his/her identification during the polling process with what is on the Voters' Roll.

Check the Voters' Rolls to ensure that:

- the Voters' Roll issued is the correct one for your specific polling station;
- the Voters' Roll is complete and that there are no missing pages;
- there are no misprints, faded or illegible pages; and
- the Voters' Roll is not defective in any way.

If the Presiding Officer finds any defects on the Voters' Roll supplied, it must be reported to the Ward Elections Officer who must immediately deal with the matter.

DISTINCT FEATURES ON THE VOTERS' ROLLS

Coat of Arms

Voter Registration cut-off date

ZEC Logo

PROVINCE HARARE METROPOLITAN		CONSTITUENCY CHITUNGWIZA NORTH		LOCAL AUTHORITY CHITUNGWIZA		WARD 25		POLLING STATION DDF SEKE CHIEF'S HALL			
#: 0001 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0002 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0003 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0004 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0005 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0006 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7	
#: 0007 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0008 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0009 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0010 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0011 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0012 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7	
#: 0013 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0014 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0015 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0016 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0017 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0018 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7	
#: 0019 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0020 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0021 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0022 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0023 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7		#: 0024 12-345679-201 Female 01/01/1970 ABCDEFGHI1ABCD EFGH2ABCD EFGH I3ABCD EFGH4ABC DEFGH5ABCDEF GH I6ABCDEF GH I7	

Page 1 of 3

Printed On: 02/02/2018

POLLING STATION CODE: 6301CHIT2501

Page Number

Date of Voters' Roll printing

Polling Station Code

#: 0001
12-345679-201
Female
01/01/1970
ABCDEFGHI1ABCD
EFGH2ABCD EFGH
I3ABCD EFGH4ABC
DEFGH5ABCDEF GH
I6ABCDEF GH I7

SURNAME FORENAMES

Serial Number of Alphabetic position on Voters' Roll (points to #: 0001)

Voter's ID number (points to 12-345679-201)

Date of Birth (points to 01/01/1970)

Residential Address (points to ABCDEFGHI1ABCD...)

Surname and Forenames (points to SURNAME FORENAMES)

Barcode with embedded Voter's Registration Serial Number (points to barcode)

Voter's Photo (points to photo)

The Voters' Rolls have the following distinct security marks:

- ZEC logo watermark
- ZEC logo
- National Coat of Arms
- Pagination in the 1 of 100 format as the case might be, and
- Inscription of cut-off date in the format of, Voters' Roll As At 01 June 2018
- Each page will bear a Polling Station code such as 0801BYO2007. In this case, 08 denoting Bulawayo District code; 01 denotes that it is an urban ward; BYO is the local authority's abbreviation; the first two digits after the letters 'BYO,' that is 20 denoting the Ward Number and the last two digits 07 denoting the Polling Station Number. This will be Nkulumane Engen Garage Polling Station, a Tent Polling Station.
- Another example is 5400MWE1305. In this case, 54 denoting Mwenezi District code; 00 denotes that it is a rural ward; MWE is the local authority's abbreviation; the first two digits after the letters 'MWE,' that is 13 denoting the Ward Number and the last two digits 05 denoting the Polling Station Number. This will be Chimbi Primary School Polling Station.

If you are satisfied that the Roll supplied is in order, you must sign the relevant section on the Inventory List – PE 2005/29.

2.5 Ballot Boxes & Lids

- There should be a separate Ballot Box for each Election.
- Check that the Ballot Boxes and their lids are not in any way damaged such that it may cast doubt on whether they may be securely sealed.
- Each Polling Station will have a minimum of four Ballot Boxes.

2.6 Register of Postal Voters and Postal Vote Envelopes

In cases where Postal Voters are registered for a Polling Station then a Register of Postal Voters, as well as, the relevant matching Postal Voter Envelopes will be handed over to the Presiding Officer. At the time of receiving the Electoral material, the Presiding Officer must check to ensure that the Postal Vote Register and each Postal Vote Envelope are indeed correct for his/her Polling Station. The Polling Station Code will aid this verification activity. It is also advisable to confirm that the Voter's details (Full Name & National ID) on each Postal Envelope received matches that of an individual on the provided Register of Postal Voters. If there are any that do not match, point this out to the Ward Elections Officer or his/her deputy and seek their assistance.

2.7 Transport to Polling Station

Make sure that the electoral material is stored away safely for transportation so that it is not damaged, stolen or tampered with. Note that some material may be damaged if it gets wet. The Constituency Election Officer will arrange for the security and transport of Polling Station personnel and materials. Find your designated vehicle and make your way to the Polling Station. Keep the Ward Elections Officer informed should there be any hindrance or delay in reaching your destination.

Advise the Ward Elections Officer when you are firmly in place at your station.

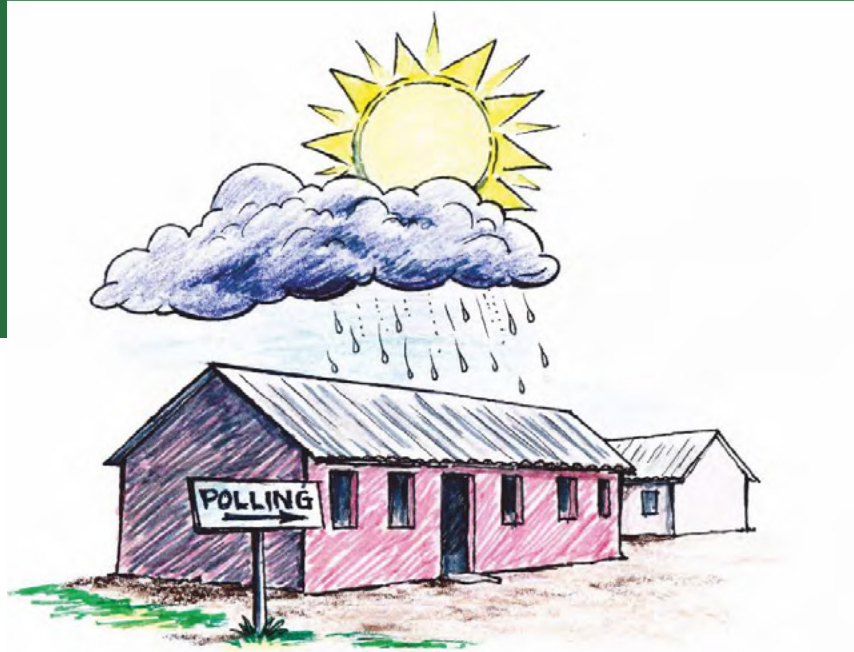
Presiding Officers are discouraged from using their personal vehicles to carry Election material and must also not keep the Election materials at their homes.

Indelible Finger Marking Pens

Ensure that the Indelible Finger Marking Pens are not dry.



SETTING UP THE POLLING STATION



All staff members are urged to be at the Polling Station at least two days before the official polling time so that they can do rehearsals and practice sessions before polling starts. Setting up the Polling Station is an important responsibility that requires time, necessary election material, equipment and adequate space.

3.1 The Voters' Roll

The Voters' Roll is a list of names of Registered Voters for that Polling Station.

The Voters' Roll will be used by the Voters' Roll Officer during Polling.

3.2 Polling Booths

There must be at least three Polling Booths in each Polling Station. The booths must be set up with the opening facing away from the center of the room so that the voter can mark his or her Ballot Paper in complete secrecy. Ensure that anyone standing outside the room cannot see through the windows how anyone is marking their ballot. Place the outer booths at such an angle that those who would have

finished marking their papers cannot see what the middle voter is writing, and conversely. Only one voter at a time will be permitted to enter a Polling Booth. The Booths must be placed where there is good lighting or artificial lighting must be provided.

3.3 Outside and around the Polling Station

One day prior to Polling, if any Candidate campaign posters are still on the walls within 300 metres of the Polling Station, Election Agents must be instructed to remove them immediately. [Electoral Act 4th Schedule subsection 9(1)(d)]



3.4 Polling Rehearsals

If any Candidate campaign Posters have not been removed within 300 metres of the Polling Station then the Presiding Officer must send his/her Polling Staff along with a Police Officer to remove them.

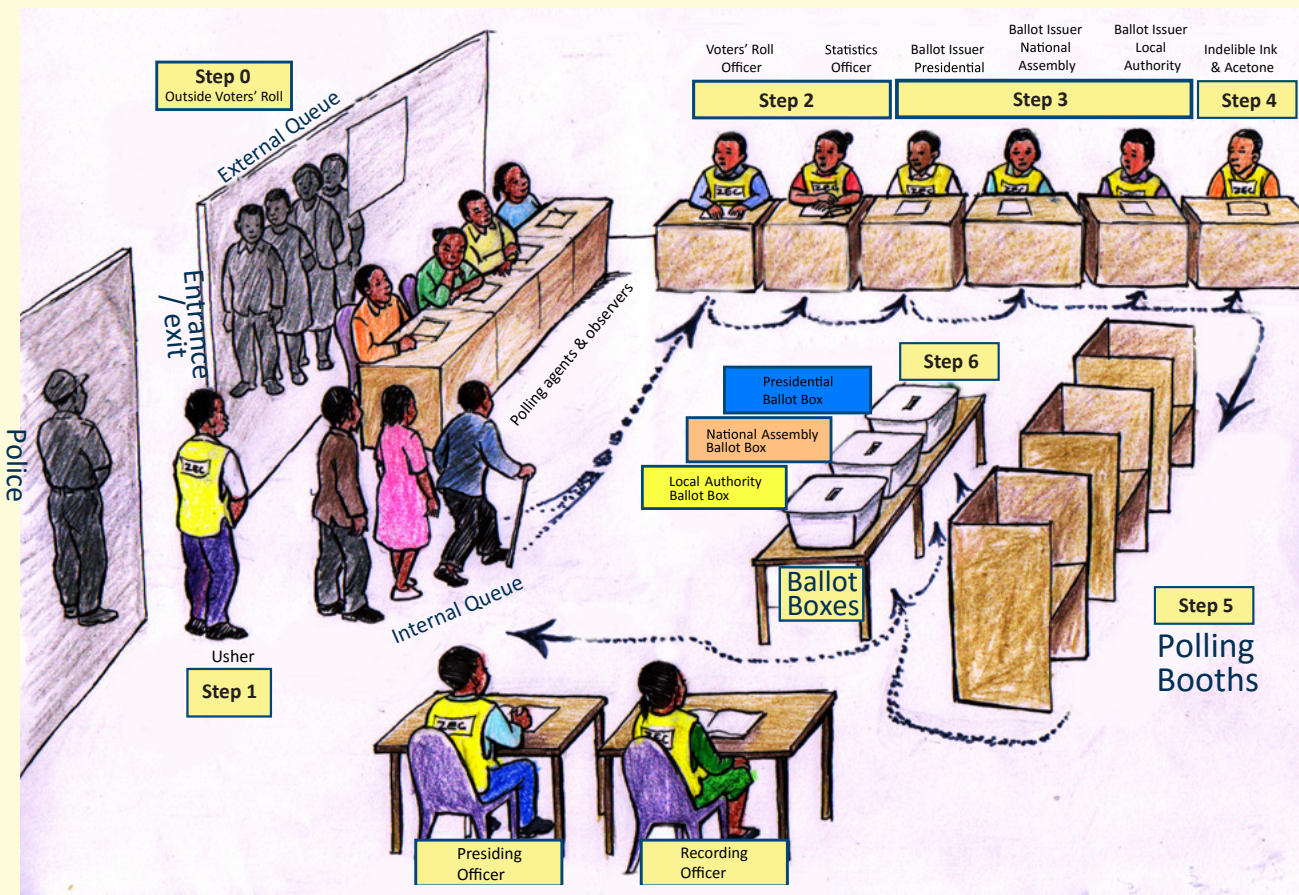
On Polling Day, shortly before opening of polls, ensure that Direction Posters are put up in appropriate places.

The Polling Station is set up in terms of section 55 (2) (b) of the Electoral Act [Chapter 2:13]

The Polling Station should be set up in the manner indicated in the diagrams below.

The Presiding Officer must undertake Training Rehearsals with all polling staff after the Polling Station is set up. The Presiding Officer must extract about ten (10) names from the Voters' Roll to which he/she shall prepare dummy cards to be used as I.D.s for the rehearsals. The IDs must include dates of birth and sex. This is set to improve managing the Voters' Roll alphabetical-order format and the gender statistics collection. The Polling Officers must alternate roles. All polling staff must rotate roles and familiarise themselves with the duties and responsibilities required by each position. The Presiding Officer can also use this opportunity to assess who is best suited for each role.

PROPOSED POLLING STATION WITH SINGLE ENTRY POINT



During training, the trainers must practice various voter scenarios – for example,

- Ordinary voter
- Postal Voter attempting to vote as an ordinary voter
- Visually-impaired voter with and without assistance,
- Illiterate voter with and without assistance.
- A person who is not on the voter list

The Presiding Officer must intervene to solve queries and attend to incidents during the rehearsal process.

3.5 Role of Presiding Officer

The Presiding Officer is the Principal Administrator and oversees a Polling Station. He/she manages the poll at the Polling Station as stated by the law and supervises all activities. The Presiding Officer is responsible for ensuring that all the necessary electoral materials and equipment is collected from the Constituency Elections Officer and delivered to the Polling Station in good time and in good order.

Soon after arriving at his/her assigned Polling Station, the Presiding Officer must conduct Training Rehearsals with his/her Polling Station Staff so that everyone is familiar with the various roles and responsibilities at the position. The Presiding Officer is also responsible for ensuring the Polling Station is setup so that Polling may start on the prescribed day and time without any delays;

The Presiding Officer is directly in charge of Polling and Police Officers at the Polling Station. He/she has the prerogative to periodically rotate the Polling Officers to relieve officers at busy work-points and to kill monotony of doing the same thing over and over. He /she will see to it that Polling Officers will take turns to go and feed.

The place where the Presiding Officer has his/ her desk should be a place from which he or she has a good view of the various activities that are taking place during polling and can manage and regulate these activities. The Presiding Officer's seat must be strategically located to have an overview of all processes.

The duty of the Presiding Officer calls for alertness; he/she must perceive situations that need intervention before being called by the Polling Officer(s). He/she must also create a welcoming environment for voters at the Polling Station. No phone calls or recordings may be made inside a Polling Station.



He/she must periodically inspect the polling booths to check if ball pens are still there and writing properly as well as to see that neither obscenities nor sloganeering is written in the booths.

3.5.1 Implementing restrictions within 300 Meters of Polling Stations

The Presiding Officer is in charge of a 300-meter radius of the Polling Station. He will ensure that no Political Party or Candidate may within a radius of three hundred meters (300m) of a polling station on any Polling Day—

- organize or take part in any gathering of more than twelve persons; or
- canvass for votes; or
- utter slogans; or
- distribute leaflets or pamphlets for or on behalf of any Candidate or Political Party; or
- organize or engage in public singing or dancing; or
- use bands or music or loud speaker vans or apparatus.

3.5.2 Disorder during polling

Section 55(3) of the Electoral Act gives Presiding Officers the power of arresting any person committing Electoral Offences such as, impersonation, obstructing the voting processes and preventing others from voting. In terms of section 89 of the Electoral Act it is an offence for any person, without lawful excuse, to do any of the following things—

- on Polling Day in any Election, enter a polling station without permission from an electoral officer; or
 - wilfully disrupts peaceful voting at a polling station; or
 - wilfully interferes with a voter who is marking his or her Ballot Paper.
- Section 89 (2) of the Electoral Act makes it an

offence for any person, who on Polling Day in any Election, and in a Polling Station or in the immediate vicinity of a Polling Station, to be intoxicated by liquor or drugs or to be violent or disorderly.



The Presiding Officer with the assistance of the Police shall restore order.

3.5.3 Polling Station Visitors

The Presiding Officer will receive visitors in the form of ZEC Officials, Observers, Candidates, Chief Election Agents, and Roving Agents, Journalists and Senior Police Officers.

1. The Presiding Officer is advised to give factual information when requested to do so. These are things like;
 - Numbers Voted, Assisted and Turned Away
 - Distance & Direction to next Polling Station
 - Environment
2. Voter statistics should be given as last reported to the Ward Elections Officer to avoid distortions.
3. Journalist may only take pictures inside the Polling Station when allowed by the Presiding Officer but may not photograph a person marking his/her Ballot Paper.
4. Observers are not allowed take pictures inside the Polling Station.
5. No phone calls or recordings may be made inside a Polling Station.
6. All visitors must sign the Attendance Register.

3.6 Communication during polling process

Police radios, telephones or cell phones will be used for communication between Polling Stations and Command/Collation Centres. A Polling Station will give Polling Station Statistics at periodic intervals. Polling Station Statistics must also be recorded on the Statistics Form.

At 0700 hours the Presiding Officer should give a report to the Ward Elections Officer on the commencement of the poll, indicating whether the station has opened on time and the numbers in the queue of voters.

At periodic intervals the Presiding Officer should give a Cumulative Statistics Report to the Ward Elections Officer on how many voters have voted e.g. at 1000 hours 70 have voted, at 1200 hours 200 voters have voted – Proforma 2005/9.

Section 55 (8) of the Electoral Act enjoins the Presiding Officer to record in detail every incident in which order at the polling station and the area surrounding it was disrupted and, in particular, every occasion in which a person was expelled or required to leave the polling station or its surrounding area in terms of this section.



3.7 Election Staff and Accredited Personnel in Polling Stations

The Presiding Officer will be assisted by the following:

- an Usher,
- a Voters' Roll Officer,
- a Statistics Officer
- 3 Ballot Paper Issuers, and
- an Indelible Ink Marking Officer, a Recording Officer; and
- 2 Police Officers

The responsibilities of each Election Officers are described in detail in the next Chapter.

3.8 Police Officers

The responsibilities of Police officers as per *[Electoral Act Chapter 2:13 Section 55(6) (7) (7a)]*:

- Police in sufficient numbers shall be available in the immediate vicinity of each polling station to maintain order and provide immediate assistance if called upon;
- Shall have the sole function of maintaining order and preventing contraventions of the law so that voters may freely cast their votes;
- Shall not interfere with the electoral processes at a polling station;
- When inside a polling station, shall exercise their duties under the direction and instruction of the Presiding Officer.
- Shall witness an assisted voter together with a Presiding Officer and two Electoral Officers. *[Electoral Act 2:13 Sections 55(6), 55(7) and 55(7a)]*

3.9 Intoxication

Section 89(2) of the Electoral Act Chapter 2:13 makes it an offence for any person, who on polling day, in any Election, and in a Polling Station or in the immediate vicinity of a Polling station, to be intoxicated by liquor or drugs or to be violent and disorderly.

3.10 Agents

Each Political Party or Independent Candidate will be represented by their agents. These may be present before the polls open, preferably at the training of Polling Officers, right through to the end of poll, observing the polling process (Section 95(5)).

Each Political Party or Independent Candidate may appoint up to three Election Agents at any Polling Station that the Political Party or candidate is contesting. However, **only one** Election Agent is permitted inside the Polling Station at any single time.

Presiding Officer must collect a duly completed Declaration of Secrecy Form (Form V19) from all Election Agents **before the opening of poll**. Failure to submit a duly completed Declaration of Secrecy Form will result in exclusion of the Agent from counting and collation of results.

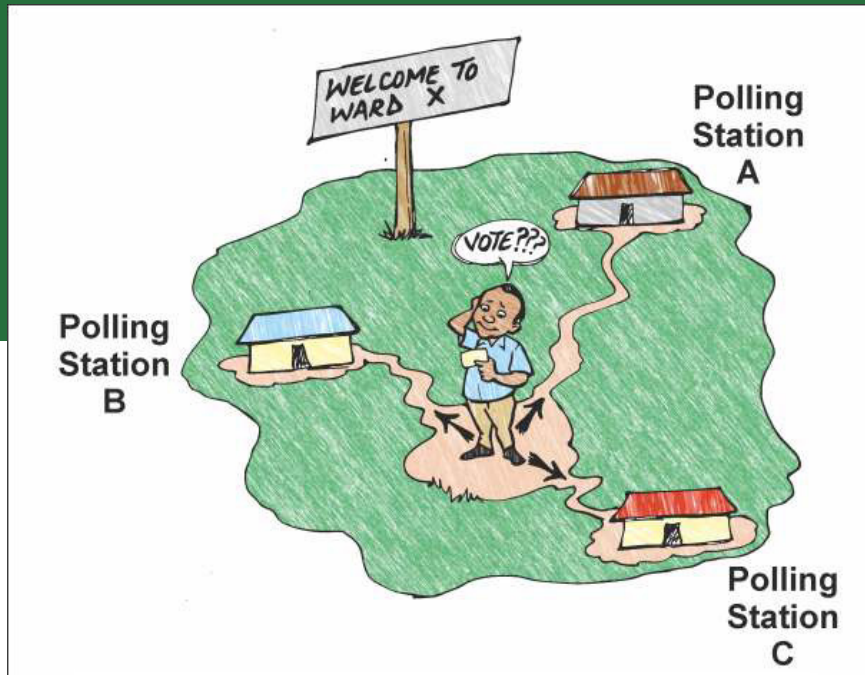
A Presiding Officer must check the "Election Agents List" given to him/her a few days before at the Constituency Command Centre and confirm the agent's name and other details. The Presiding Officer then enters the Election Agent's details on an Election Agent's Badge before handing it over. This is the accreditation process of agents by the Presiding Officer.

If an Election agent sees and notes an irregularity in the conduct of the poll or the counting, he/she must bring such an irregularity to the attention of the Presiding Officer.

3.11 Election Observers

Election Observers may also be present to observe the polling process. The Presiding Officer, after verifying their credentials, will allow them to observe the Election process. Even if observers are at your station before poll, they **DO NOT** sign Declaration of Secrecy Forms nor do they submit such Forms to you. If the Polling Station is undated with large numbers of Observers, then one observer per Organization may be inside the Polling Station.

POLLING DAY



4.1 Preparations from 6:00 AM to 6:30AM

On Polling Day all Polling Station Staff must arrive at their assigned Polling Stations no later than 6:00 am! Preparation must be completed in good time so that the Polling Station opens at 7:00 am sharp.

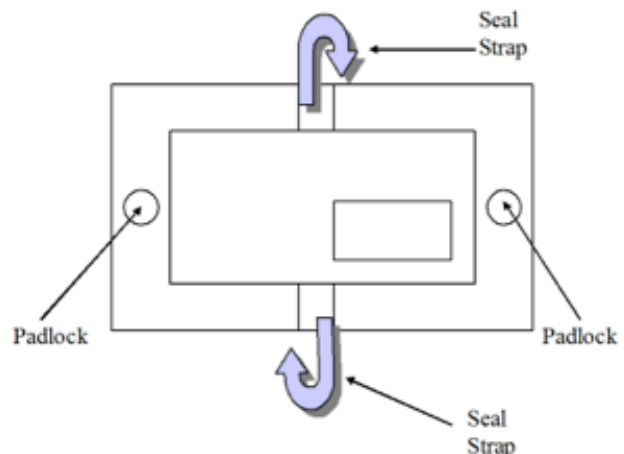
- The Presiding Officer and his/her Polling Staff must ensure that all election material and equipment, tables and chairs were correctly setup from the day before.
- All Polling Staff must have their Polling Staff Badges and the Presiding Officer should ensure that no-one is wearing any Political Party specific regalia.
- Electoral Materials such as Voters' Rolls, Pens, Rulers, Ballot Papers, Stamp Pads, Acetone, Indelible Ink Marking Pens and so on... must be given to the appropriate Polling Staff performing their tasks.
- Direction Posters must be put up by the Polling Station Staff in good positions where everyone can see and follow them without getting confused or lost.
- Posters on the process / steps of voting must be put up outside the polling stations for voter education purposes.
- From 6:00am onwards every Election Agent present at the Polling Station must be processed by the Presiding Officer and given his/her accreditation Election Agent Badge.

4.2 From 6:30 A.M to 7:00 A.M

4.2.1 Declaring Ballot Boxes Empty and Sealing them

The Presiding Officer must:

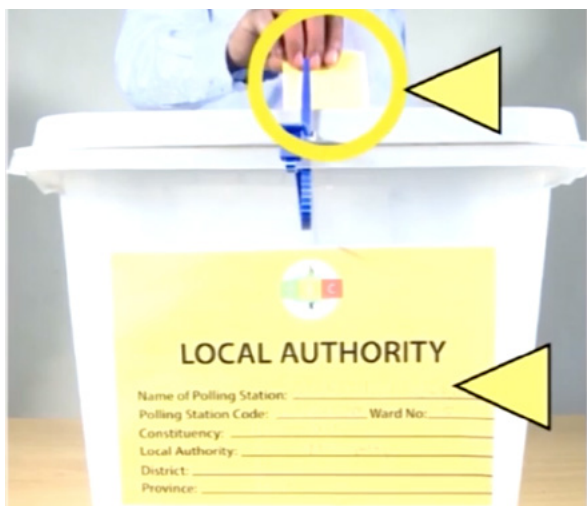
- Demonstrate that the Ballot Box is empty in full sight of all the Election Agents and Observers and then seal it.
- Lock the Ballot Box using the two provided padlocks and place the keys in a small envelope that is sealed and taped to the top of the Ballot Box Lid.
- Repeat the above steps for all Ballot Boxes to be used in the Harmonized Elections, and for each subsequently required Ballot Box.
- Trainers must display the correct locking position of the padlocks that does not damage the lid during subsequent closing and opening.



- Attach two labels on opposite sides of the Ballot Box that clearly indicate which Ballot Box is for which Election.
- Give Election Agents and Observers the Seal Straps' Serial Numbers. They can record these for their own purposes (if they wish to).
- Invite Election Agents to place their signatures on the envelope containing the keys (if they wish to do so).

The Presiding Officer must ensure that the Ballot Box for the Polling Station has been appropriately labeled with the:

- Polling Station Name;
- Ward Number;
- Local Authority Name;
- Constituency Name; and
- Election Name.



Make sure to position the lid aperture so that voters do not find it difficult to place Ballot Papers into the ballot box after voting.

4.2.2 Ballot Papers Serial Numbers

The Presiding Officer, Polling Staff, Police, Election Agents and Observers (if any) must sign the Attendance Register. All other persons entering the polling station must, on entry, sign the Attendance Register. This includes ZEC Commissioners, other Electoral Officers not stationed inside the Polling Station, candidates and journalists.

If a candidate or a Chief Election Agent or Election Agent refuses to sign the Attendance Register, the Presiding Officer should record this incident.

If any other person refuses to reveal his or her identity, that person must not be allowed to enter the Polling Station and this incident must be recorded, giving full

details such as time of incident, attire of person and organization he or she is purporting to represent.

4.2.3 Attendance Register

The Presiding Officer, Polling Staff, Police, Election Agents and Observers (if any) must sign the Attendance Register. All other persons entering the polling station must, on entry, sign the Attendance Register. This includes ZEC Commissioners, other Electoral Officers not stationed

If a candidate or a Chief Election Agent or Election Agent refuses to sign the Attendance Register, the Presiding Officer should record this incident.

If any other person refuses to reveal his or her identity, that person must not be allowed to enter the Polling Station and this incident must be recorded, giving full details such as time of incident, attire of person and organization he or she is purporting to represent.

4.2.4 Absence of Election Agent at Commencement of Poll

If at the time when the Ballot Boxes are to be declared/demonstrated to be empty before sealing, any Elections Agents are not present, their names must be recorded on Proforma PE2005/7 (Record of Absence of Election Agent at Commencement of Poll). There is no need to wait for them. Polling must, however, still begin at the stipulated time which is 7am.

4.2.5 Delayed Opening

When a Polling Station cannot open on time and instead has to open later, the Presiding Officer must inform the Ward Elections Officer as soon as possible. The Ward Elections Officer will in turn liaise with the Constituency Elections Officer who will fix a later opening time and closing time for that particular Polling Station, for it to remain open for twelve (12) continuous voting hours (as per Section 53.1 of the Electoral Act). In such an eventuality, any voters already in the queue at the newly appointed closing time must be allowed to vote. Similarly, no voters may join the queue after the stated closing time.

4.3 Beginning of Polling (7:00AM)

At 7:00 am the Presiding Officer is required to declare the Polling Station open and allow a voters standing in the voting queue to enter the Polling Station. Any Election Agents, Local Observers, Police and Electoral Officers registered to vote at that particular Polling Station (that are not listed as Postal Voters) must be given the opportunity to vote gradually as

the day progresses. Casting their votes first may be misconstrued by the voting public who may allege ballot box stuffing.

Soon after the Polling Station has opened, the Presiding Officer must inform the Ward Elections Officer of:

- The time his/her Polling Station has opened;
- The number of people in the queue;
- Whether the environment is peaceful; and
- Any other relevant details no matter how small.

4.4 Steps in the Polling Process

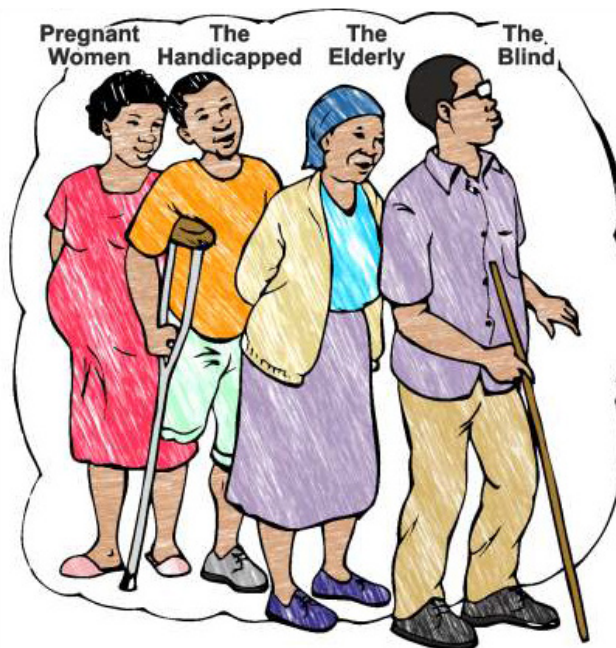
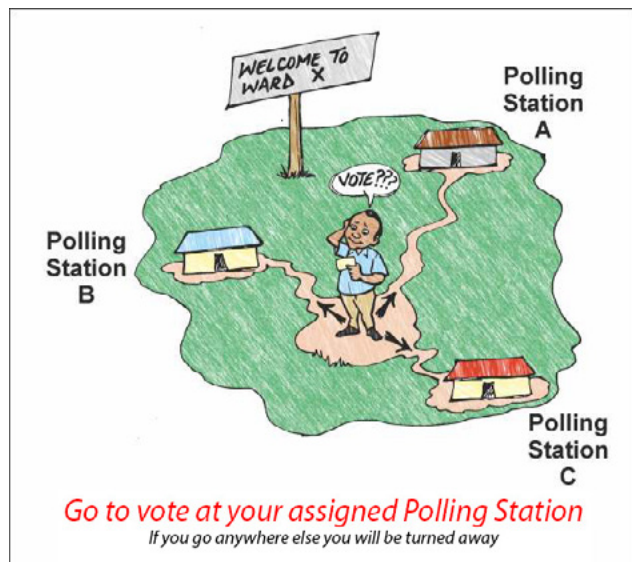
STEP 0	Before joining the queue: It is recommended that each voter checks that his/her name appears on the Voters' Roll that is posted near the entrance of the Polling Station. This is to avoid frustrations of wasting time queueing at the wrong place
STEP 1	Check the voter has an acceptable identification document and there is no ink on his/her fingers
STEP 2	Confirm the voter is listed on the Polling Station's Voters' Roll Take the voter's age/sex statistics
STEP 3	Give voter one Ballot Paper for each Election, show the voter how the Ballot Paper should be folded, explain that, after each Ballot Paper has been marked by the voter, it must be folded prior to inserting it into its corresponding colour ballot box
STEP 4	Re-inspect the voter's fingers to ensure there are no signs of indelible ink. If there is none, mark the appropriate voter's finger with an indelible ink marking pen
STEP 5	The voter enters a Polling Booth and marks his/her vote on each Ballot Paper. He/she folds each Ballot as instructed and exits the Polling Booth
STEP 6	The voter is no longer required to show the Presiding Officer the official mark. The voter should place the correct Ballot Paper into the corresponding Ballot Box.

NB: Extra care must be taken to ensure that each Ballot Paper is inserted into its correct ballot Box!

Step 0: Queueing for Voting

After making sure that their names are appearing on the Voters' Roll, voters must queue in the line.

Throughout the day, priority should be given to people with disabilities, the elderly, pregnant women and nursing mothers by escorting them to the front of the queue



Step 1: Usher



An Usher is positioned immediately at the door of the Polling Station. He/she must see to it that voters queue in a disciplined manner. He/she will regulate the flow of people into the Polling Station. He/she must alternately allow 3-5 voters into the Polling Station on the Internal Queue. Voters must have their Identity Documents at hand for the Usher to check. Thereafter the documents should not be put away but to be presented to the Voters' Roll Officer.

The Usher will check that each voter:

- Has a suitable form of identification;
- Is of the right age; and
- Has no visible sign of marking ink on his/her fingers.

Documents acceptable for voting are:

- A Zimbabwean National Identity document (metal or plastic) issued under the National Registration Act
- A Green Waiting Pass which has a photo of the holder bearing holder's ID Number;
- A valid Zimbabwean Passport (If it is expired then it is not acceptable)
- Photocopied documents will not be accepted even if they are certified

Also note that a Zimbabwean Driver's License **will not** be accepted as a valid ID document for voting! Furthermore, **a Voter Registration Certificate will not be accepted as a valid document for voting!**



There may be instances where a person has a Voter Registration Certificate in his/her possession – however, that individual's registration may have been rejected at ZEC Head Office after a more thorough computerized examination was concluded.

- Using biometrics, multiple voter registrations for the same individual will be detected and rejected – even if that individual registered on different kits or even in different Provinces, or registered using different addresses, it will be detected.
- Furthermore, ZEC Central Systems are also able to cross-reference an individual's data with other government departments -- thus fraudulent voter registrations using falsified identity documents will also be detected and rejected.
- The individual may have a Voter Registration Certificate in his/her possession – however, this does not necessarily mean the certificate matches a voter's valid voter's record.
- Some registrants in possession of Registration Certificates appeared on an Exclusion List during Inspection of the Voters' Roll. These had to clarify certain issues about their registration with the Commission before their registration could be validated.

All documents that are badly damaged, defaced, appear to have been intentionally tampered with or are not readable will not be accepted. The person must be asked to produce another acceptable form of identification.

Only people on the Polling Station's Voters' Roll presenting acceptable identification documents will be allowed to vote. People who attempt to vote on the sole basis of presenting a Voter Registration Certificate must not be allowed to vote!!

In case, any person does not have any of the acceptable forms of identification mentioned, please refer them to the Presiding Officer for further assessment. If the Presiding Officer decides to turn that person away, he/she will instruct the Recording Officer to record the person's details and the reason why they have been turned away.

Ushers must not turn away any Voters with Identity Documents endorsed “NCR” (Non-Citizen Resident) or “A” (Alien) – they must proceed like any other voter to the Voters’ Roll Officer. If they are not found on the Voters’ Roll they must be directed to the Presiding Officer.

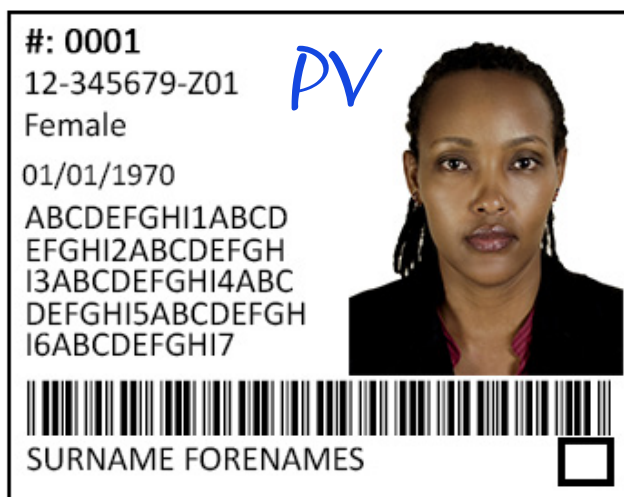
Once the Usher is satisfied with the individual’s identification and sees that his/her fingers have no marking ink, then that person can proceed to the Voters’ Roll Officer.

Step 2: Voters’ Roll Officer



The names of registered voters appear in alphabetical order on the Voters’ Rolls.

A Register of Postal Voters will also be provided to every Presiding Officer whose Polling Station has registered Postal Voters. Before Polling commences, the Presiding Officer, together with the Voters’ Roll Officer, must ensure that every Postal Voter’s name is marked as PV on the Voters’ Roll. If any Postal Voter’s record is not already marked as P.V. (“Postal Voter”) then the Voters’ Roll Officer must mark each such voter’s record as PV.



The Voters’ Roll Officer while checking the voter’s name on the Voters’ Roll must use the details on the identification document to trace the voter on the Roll. On receiving the voter’s Identity Document, the Voters’ Roll Officer inspects it to make sure that it matches the person presenting it to him. Once satisfied, the Voters’ Roll Officer will locate the name of the person on the Voters’ Roll.

If during polling a person wishes to vote whose name has already been crossed out or was marked P.V. then that person must be declined from proceeding and the Presiding Officer will be called over.

You are required to take extreme care when crossing out the voter’s name – especially in the case where several voters may have the same First Name and Surname! (Always remember to check the person’s National ID number)

A voter must not be denied if there are minor differences or slight errors between his/her names on the Voters’ Roll and the identity document, provided that it’s obvious it’s the same person. For example, Madlango or Mudlango or Madlingo; then go on to compare the National ID number on the ID document and the Voters’ Roll – if the ID number matches allow the voter to vote.

When a married woman that states she was registered under her maiden name, the Voters’ Roll Officer must check whether she exists on the Voters’ Roll and compare the National Identity number on the ID Document to the one in the Voters’ Roll -- if these numbers match allow the voter to vote.

Do not return the Identity Document to the voter; rather pass it over to the Statistics Officer.

Note: In some Polling Stations an additional Polling Station Election Official will be deployed to serve as a dedicated “Statistics Officer”. In places where a dedicated Statistics Officer is not deployed, this function must be fulfilled by either the Voters’ Roll Officer or a Ballot Paper Issuer.

Statistics Officer

The Statistics Officer will collect age and gender statistics. The officer will make use of the Age Calculation Table and the Gender Tally Form.

The Age Calculation Table

Use the Age Calculation Table and the voter's identity to calculate the voter's age. On the Age Calculation Table, the first three (3) digits in the first column denote the first three (3) digits of the year of birth. The figures 0 – 9 on the first row denote the last figure of the year of birth. Where the first three (3) digits of the year of birth intersect with the last digit of the year of birth is the age of the voter. For example, Petty Ncube who was born in 1986, the first three digits in the first column are 198. The last digit on the first row is 6. Where the 6 and the 198 intersect is 31. That is to say Petty Ncube, female, is aged 32 years.

The Gender Tally Form

Go to the Gender Tally Form and put a tally mark in the Female column on the 18 to 30 Year Age Group. Make tally groupings of five for easy of collation. Collate your results at the end of the voting. Supposing the following people in the age ranges voted at the station:

- twelve (12) females in the 18 – 30 - year age group;
- fifteen (15) males in the 18 – 30 - year age group
- fourteen (14) females in the 31 – 40 - year age group;
- thirteen (13) males in the 31 – 40 - year age group;

Supposing only the above persons voted at the station, the result will be as tabulated in the example below.

2018 AGE CALCULATION TABLE										
	The last digit of the year of birth									
	0	1	2	3	4	5	6	7	8	9
191	108	107	106	105	104	103	102	101	100	99
192	98	97	96	95	94	93	92	91	90	89
193	88	87	86	85	84	83	82	81	80	79
194	78	77	76	75	74	73	72	71	70	69
195	68	67	66	65	64	63	62	61	60	59
196	58	57	56	55	54	53	52	51	50	49
197	48	47	46	45	44	43	42	41	40	39
198	38	37	36	35	34	33	32	31	30	29
199	28	27	26	25	24	23	22	21	20	19
200	18									

Age & Sex Statistical Form

Polling Station Code: Polling Station Name..... Ward No.
 Constituency..... District..... Local Authority.....
 Date.....

Age Range	Voter Turn-out				Age Range Total
	Female	Female Total	Male	Male Total	
18-30	### ##	12	### ##	15	33
31-40	### ##	14	### ##	13	35
41-50					
Total		26		28	68

Step 3: Ballot Paper Issuer(s)



There will be three Ballot Paper Issuers, one for each Election.

- One Presidential Ballot Paper;
- One National Assembly Ballot Paper; and
- One Local Councillor Ballot Paper.

The First Ballot Paper Issuers will:

- Show the voter how the Ballot Paper should be folded,
- Inform the voter that each Ballot Paper has a colour that matches its respective Ballot Box's label.
- And explain that, after each Ballot Paper has been marked by the voter, it must be folded prior to inserting it into its **corresponding colour** ballot box.

The Ballot Paper Issuer must make sure that each Ballot Paper is free from noticeable defects and then proceed to stamp the back of the Ballot Paper with the Polling Station's Secret Mark.

The Ballot Paper Issuer may not record nor disclose which Ballot Paper was issued for which voter – This is a breach of the Declaration of Secrecy and is a punishable Electoral offence!

If a Ballot Paper is torn when separating it from its counterfoil, it must not be handed to a voter. Instead it must be handed over to the Presiding Officer who will treat it the same way as any other "Cancelled Ballot Paper"

Voter declines to accept ballot paper(s)

If a voter declines to accept ballot paper for anyone or more of the Elections, this must be brought to the attention of the Presiding Officer. The Presiding Officer shall not hand the applicant a ballot paper for that Election and shall record the details of this person on Form PE2005/AA [Electoral Act Section 56(3a)]

Step 4: Inker



He/she should first check to see if a voter has any visible signs of indelible ink marking on his/her fingers. If the voter has dirty, discoloured or painted fingernails, the Indelible Ink Marking Officer must clean the voter's finger with acetone and cotton wool, inspect, it and if there is no ink marking - proceed to mark it.



The finger will be marked by drawing a line that spans from the fingernail up to the cuticle (as shown here)

Missing Limbs

If a voter has missing fingers or limbs:

- The voter's leftmost finger should be marked.
- If the leftmost finger is missing then the next leftmost finger must be marked.
- If there are no fingers on the left hand or the entire left hand is missing then the rightmost finger on the right hand must be marked.
- Similarly, if the rightmost finger is missing the then next rightmost finger is marked, and so on.
- If the voter has no hands then the left or right limb will be marked;
- If the voter has no arms then the leftmost toe will be marked, and so on;
- If the voter has no arms and no feet then one of the stumps of the voter must be marked.

Step 5: Marking of Ballots

The voter will then proceed to the Polling Booth. Here he/she will mark the Ballot Paper.

What if a Voter makes a mistake?

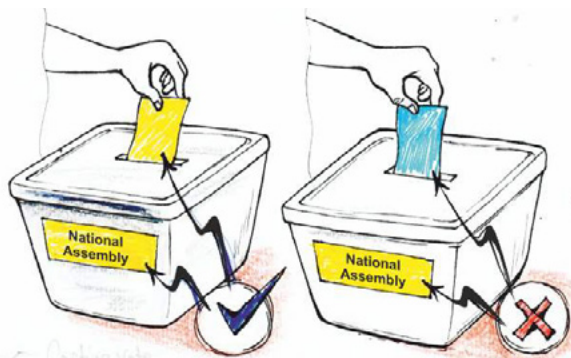
If a voter makes a mistake when marking the ballot he/she must fold this particular Ballot Paper and return it to the Presiding Officer and ask for a Replacement Ballot Paper. The voter must not place the Ballot Paper with the mistake in the ballot box! Under no circumstances will any mistake be entertained after the Ballot Paper has been placed in the ballot box.

The Presiding Officer must keep the paper folded and is not allowed to see how the voter had mismarked the paper. The Presiding Officer must draw double lines across the spoiled Ballot Paper and write the word "Cancelled".

The Presiding Officer must also write the word "Spoilt" on the counterfoil of the cancelled Ballot Paper. The "Cancelled" Ballot Paper must then be placed in an envelope marked "Cancelled Ballot Paper". A voter is not allowed to take a Cancelled Ballot Paper home or to put it in a Ballot Box. The details of the Voter must be recorded on Proforma PE2005/3 before a new Ballot Paper is issued to the voter.

Step 6: Casting of Ballot

The voter is no longer required to show the Presiding Officer the official mark. The voter should place the correct Ballot Paper into the corresponding Ballot Box.



The Ballot Paper and the Ballot Box Labels have matching colours for each Election.

Blue – Presidential Ballot Paper;
Peach – National Assembly Ballot Paper; and
Yellow – Local Authority Ballot Paper

Once the voter has cast his/her vote, he/she must leave the Polling Station promptly.



4.5 Assisted Voters



4.5.1 Assisted Visually-Impaired Voter with Confidant

If a visually-impaired person brings a confidant for assistance then the Presiding Officer must respect the wishes of the assisted voter. The voter and his/her Confidant will proceed to vote normally and it will be recorded in the register. The Presiding Office will NOT observe how such a person is being assisted. [Electoral Act 59(5)(a)]

The assisting person does not have to be a registered voter but cannot be a minor, electoral officer, accredited observer, chief election agent, election agent or a candidate in the election. The person may present any government issued identification (a Zimbabwean Passport or a Zimbabwean National Identification Document or a Zimbabwean Driver's License) that has his/her details and photo.

Record details of assisting person on the "List Of Assisting Persons". Record details of person assisted on the "Register of Assisted Voters".

4.5.2 Assisted Illiterate Voter with Confidant

As with the visually-impaired voter, the Presiding Officer shall respect the wishes of the assisted voter. The voter and his/her Confidant will proceed to vote normally and it will be recorded in the register. The qualifications of the confidant remain the same as mentioned above.

4.5.3 Assisted Visually-Impaired or Illiterate Voter with No Confidant

If a voter brings a minor, the Presiding Officer must inform the voter to find an adult to assist or opt to be assisted by the Electoral Officers.

If a voter wants to be assisted but has not brought a Confidant or has changed his/her mind about the Confidant, the Presiding Officer may assist such a voter. *Two additional Electoral Officers and a Police Officer must observe to ensure that the voter's wishes are respected.*

CLOSING THE POLLING STATION



5.1 Closing Instructions

At **1855 hours**, the Presiding Officer should announce that polling will close in **5 minutes**.

At **1900 hours** the Presiding Officer declares the Polling Station officially closed for polling. This must be announced both inside and outside the Polling Station.

Only the voters who are already in the queue may vote after the end of the polling time. No voter can join the queue after the end of the polling time. The Presiding Officer should assign a Police Officer on duty to identify the last person in the queue at 1900 hours and to prevent any other persons joining the queue.

If there are very large numbers of voters in the queue at 1900 hours and the processing of all these voters will take an excessive amount of time, the Presiding Officer should notify the Ward Elections Officer.

5.2 Cases of Deviations Allowed in Closing Time

In the case where a Polling Station could not be opened on time, but operated on the Constituency Elections Officer fixed times allowing 12 hours of uninterrupted polling, there will be a later closing time for that Polling Station. In such a case, any voters already in the queue at the newly appointed closing time must be allowed to vote and, similarly, no voters may join the queue after this closing time.

5.3 Steps Immediately after Close of Poll Time

Immediately after the last voter has placed his/her Ballot Paper in the Ballot Box:

- Inform the Ward Elections Officer closing time of the Polling Station.
- Dismantle the Polling Booths and check if any Ballot Papers have been mistakenly left in the booths.
 - o If any Ballot Papers are discovered these must handed over to the Presiding Officer.
 - o The Presiding Officer will inform the Election Agents and in their presence check each of these ballots to ensure they have been stamped with that Polling Station's Secret Mark and bear a serial number that is within the valid range;
 - if so, then the Ballot will be inserted in the appropriate Ballot Box.
 - If not, then these must be marked accordingly and be set aside (e.g., marked as "SET ASIDE – Discovered in Booth but NOT from this Polling Station") . Any such set aside ballots should not be included in the results count.
- In the case where Postal Votes were received, the Presiding Officer must process them before sealing the Ballot Box!
- If there are no postal voters for that Polling Station the Ballot Boxes will then be closed by having their apertures closed and sealed.

POSTAL VOTING



After the last voter has cast his/her ballot, the Presiding Officer will announce to all present (Party Agents and Observers) that the ordinary polling has been completed. The Presiding Officer will then announce that the Postal Votes will now be processed.

6.1 Who may vote by Postal Vote?

Section 72 of the Electoral Act lists the following voters as being eligible to apply for postal voting.

A voter that on Polling Day will be unable to vote at his/her assigned Polling Station as he/she will be:

- *On duty as a member of a disciplined force or an electoral officer; or*
- *On duty in the service of the Government outside Zimbabwe; or*
- *A voter who is outside Zimbabwe as the spouse of a person on duty in the service of the Government outside Zimbabwe.*



Polling Staff who will be on duty at the very same Polling Station that they have registered as voters do not need to apply for postal voting; these individuals will be processed in the same way as ordinary voters registered at that Polling Station.

6.2 Polling Station Postal Vote Register

The Presiding Officer will receive a Polling Station Postal Vote Register for his/her Polling Station, as well as, all of the matching the Postal Vote Envelopes. Each Postal Vote Envelope will bear:

- the Voter's full name,
- National ID number,
- the Province,
- District,
- Constituency,
- Ward, and
- Polling Station Name and Code.

6.3 Marking of Postal Voters in Voters' Roll

#: 0001	
12-345679-Z01	
Female	
01/01/1970	
ABCDEFGHI1ABCD	
EFGHI2ABCDEF	
I3ABCDEFGHI4ABC	
DEFGHI5ABCDEF	
I6ABCDEFGHI7	
	
SURNAME FORENAMES	
	

When the Presiding Officer sets up the Polling Station, he/she must look up the names on the "Polling Station Postal Vote Register" and find the matching voter's record on the Polling Station Voters' Roll. Make sure the details on:

- the Polling Station Postal Vote Register, and
- the Polling Station Voters' Roll match.

Write the initials 'PV' next to the name of the Postal Voter on the Polling Station Voters' Roll. Take due precaution not to mark an incorrect voter entry by checking not only the voter's name but also his/her ID number.

Now check the Postal Vote Envelopes and ensure that the details on each envelope matches a registered Postal Voter for that Polling Station. If any Postal Vote Envelopes are on hand that do not match a Registered Postal Voter for your Polling Station then inform the Constituency Command Centre and seek guidance.

6.4 Postal Ballot Boxes

- Every Presiding Officer who receives any Postal Ballot Paper Envelopes dispatched to him/her shall provide a Postal Ballot Box at the Polling Station for the reception of the Ballot Paper Envelopes.
- The Presiding Officer shall notify the agents of the time at which he/she will seal the Postal Ballot Box, two days before the Polling Day.
- At the time and place notified, the Presiding Officer shall show the Postal Ballot Box open and empty to such candidates, election agents and observers as are present. It shall then be sealed with the Presiding Officer's Seal and the seals of such candidates and agents as they wish to affix themselves. It shall be marked as "Postal Ballot Box", and the Presiding Officer shall make adequate provision for the safe custody of this Ballot Box.
- The Presiding Officer shall immediately place in the Postal Ballot Box, unopened, all the ballot paper envelopes he/she has received from the Constituency Elections Officer.

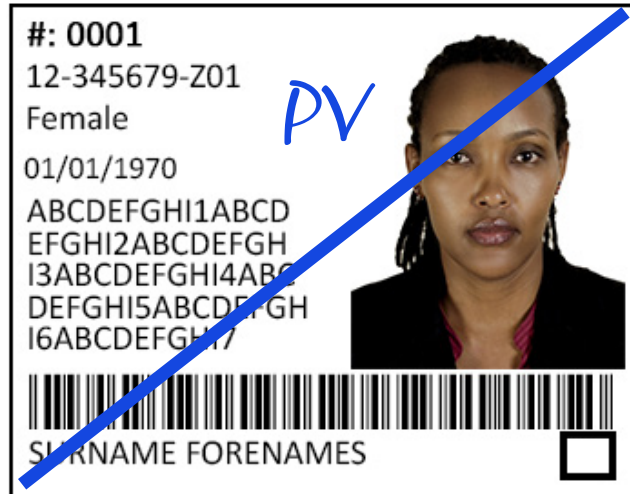
6.5 Casting of Postal Ballots at Polling Station

After closing the Polling Station including dismantling the Polling Booths, the Presiding Officer must announce to the Candidates, Election Agents and Observers who are present that there are some Postal Votes to be processed. Inform them about the total number of Postal Voters on that Polling

Station's Postal Vote Register, as well as, their names. Afterwards inform them on how many Postal Vote Envelopes have been received.

The Postal Vote Envelopes are now processed one-by-one as follows:

- Presiding Officer announces the Postal Voter's Name and National ID number as is written on the Postal Vote Envelope; and then shows the Candidates and their Election Agents present the Postal Vote Envelope that is to be processed.



- The Voters' Roll Officer will now locate the voter's record and confirm that it is indeed marked as "P.V." Afterwards, this Voter's Record will be marked as shown here
- The Presiding Officer will then open the envelope.
- Without unfolding the Ballot Papers, stamp each one with the **appropriate** Secret Mark for the Election;
- Place the Ballots in the **appropriate** Ballot Boxes, to be counted along with the votes cast at the Polling Station in the Elections concerned;
- This process is repeated by processing all Ballot Papers from a single voter simultaneously.
- However, if either:
 - the name of the voter written on the Postal Vote Envelope does not appear on the Voters' Roll of the Polling Station, or
 - the voter's name was not already marked as PV,

then the Presiding Officer must endorse the envelope "Vote Rejected" and place the envelope, unopened, in a separate package.

- h) The Presiding Officer must show to the Candidates and their Election Agents present every Postal Vote Envelope which he or she proposes to reject and, if a Candidate or an Election Agent objects to his or her decision, the Presiding Officer shall add to the endorsement on the envelope the words "Rejection Objected To".
- i) All such Rejected Postal Voters Envelopes (including "Rejection Objected To Postal Envelopes") must remain sealed and no-one is permitted to find out how the voter marked his/her Ballot Paper!
- j) All "Rejected Postal Vote Envelopes" must be recorded by the Recording Officer stating the Voter's Full Name, National ID number as well as the reason why the PV Envelope was rejected.

After all the Postal Votes have been processed, the Ballot Boxes will be closed by having their apertures closed and sealed in preparation for results counting. The counting process will thereafter proceed as normal.

6.6 When a Postal Voter Applicant Turns Up at a Polling Station

If any voter that registered as a postal voter comes to the Polling Station to cast his/her ballot, it will be detected by the Voters' Roll Officer that he/she is a Postal Voter and the person will be turned away. As in all turned away cases, the Recording Officer must record the turned away voters details and the reason.

COUNTING AND DISPLAYING OF RESULTS



Counting and verification is done at the Polling Station. For each Election, the opening of Ballot Box and the filling of its V.11 Results Form should be done together one Election at a time. Once that is completed then the Presiding Officer may allow for a brief break before moving to processing the next Election. During each break at least two Polling Station Staff and one Police Officer must remain to ensure the complete security of the Ballot Boxes.

7.1 Pre-count Declaration

Elections Agents must sign the Pre-count Declaration (Form PE2005/28) which is a confirmation of the verification process of the Ballot Paper account before Ballot Boxes are opened. This process is undertaken based on the ballots issued, spoiled and cancelled ballots.

7.2 Opening Order

The Ballot Boxes will be opened and counted in the following order:

- 1) Presidential Election
- 2) National Assembly Constituency Election
- 3) Local Authority Election

For each Election, opening of ballot box and the filling in of its polling station return form (Form V11) should be done together (one Election at a time); once that is completed then the Presiding Officer

may allow for a brief break before moving to process the next Election. As the counting process takes time to complete, it is important for the Presiding Officer to consider a short break (10 to 15 mins) before proceeding to open any Ballot Box.

It is important for the Presiding Officer to inform those present that once a Ballot Box is opened for counting and before the Results have been finalized and captured on the V.11 Form, no one will be allowed to enter or exit the Results Counting Room. After the Ballot Box has been opened and before the V11 Form is completed, any communication with persons outside of the Results Counting room should not be permitted – this includes the use of mobile phones. Disclosure of any interim results before the V.11 Form is finalized, signed and posted outside the Polling Station is strictly prohibited!

During each break at least two Polling Station Staff and one Police Officer must remain to ensure the complete security of the Ballot Boxes.

It is advisable to write the Count figures on a rough paper before transferring them onto the V.11.

It is vitally important that Presiding Officers complete the Polling Station Return, Form V.11, with meticulous care. They must ensure that all the entries are carefully checked and re-checked. The filling of the Polling Station Return Form will be shown with examples below.

7.3 Opening the Ballot Box

The Presiding Officer will then proceed by giving to all those that are present and wish to do so, the opportunity to check that the seals are intact and to verify these serial numbers. The Presiding Officer must take the following steps:

- Ensure that a table is placed in the middle of the room that is completely clear of any items and is large enough to facilitate the Ballot Paper counting process.
- The Presiding Officer will remind all present that it is not permitted for anyone to disclose the results of the Polling Station before the official V.11 Form has been posted at the entrance of the Polling Station! This is to avoid incorrect information being disseminated before the results have been fully tallied and verified.
- The Ballot Box Seals are then cut using scissors and the two Padlocks removed. Care must be taken not to damage the Ballot Box or its Lid. These cut seals are kept and must be placed inside the Ballot Box at the end of the counting process.
- All Ballot Papers are now emptied onto this table.

7.4 Ballot Paper Verification Process

During this step all Ballot Papers are kept facedown throughout the process! *Check that the Number of Ballot Papers match with the number of ballot papers issued.* All ballots are counted facing-down. If the *Total Number of Ballots in the Ballot Box* matches the number verified in Section C of the Polling Station Return, then this number will be the Total in Section D on Form V.11, which is Total Votes Cast.

7.5 Incorrectly Inserted Ballots

Within the Ballot Boxes you may find some misplaced Ballot Papers not for that Election. As much as possible, try to accommodate the processing of these incorrectly inserted/deposited ballots. **You are therefore advised not to seal any Ballot Box until after all three Election ballots have been processed.**

Differences in Ballot Paper colors for the three Elections quickly tell if there are any incorrectly deposited ballots. Incorrectly inserted ballots must be removed from the verification process. Do not open to see how these ballots have been marked. Place them in an envelope marked as such, 'Incorrectly Inserted Ballots.' They will be processed when you

open the correct Ballot Box for the Election.

If you had already processed ballots for the Election with misplaced ballots and could not account for them, revisit that Election before opening a new Election Ballot Box. If that solves the 'Unaccounted for Ballots,' you can proceed to seal the Ballot Box. If there are still some ballots which are unaccounted for, do not seal the Ballot Box until after you have processed ballots for all the three Elections.

If when counting the results of one Election it is noted that:

- the Ballot Paper Account does not balance; and/or
- there are ballots for that Election inside the Ballot Box of another Election

then once the current count is temporarily completed,

- fill-in the Results Form as a DRAFT;
- Temporarily close this ballot box by locking it using the two provided
- At least two Polling Station Staff and one Police Officer must remain at all times during such short breaks so as to safeguard the Ballot Boxes from any tampering.

7.6 Unaccounted for Ballot Papers

If at the end of processing ballots for all the three Elections and you still cannot account for all the 'Unaccounted for Ballots,' then some voter(s) may have taken the ballot(s) without depositing it/them. You must write a report to that effect for the Ward Elections Officer. The report should be attached to the Polling Station Return Form, Form V.11, which goes to the Chief Elections Officer.

7.7 Ballot Papers Not Bearing Official Mark

The Counting Officer must place face-down in a separate pile all those ballots that do not bear the Polling Station Official Mark in order to determine if section 63(5) of the Electoral Act will apply to allow those ballots to be counted. Section 63(5) of the Electoral Act instructs that the Presiding Officer not to reject Ballot Papers because they do not bear the Polling Station Official Mark in cases where the aggregate of the Ballot Papers which do not bear the Official Mark of the Presiding Officer:

- does not **exceed five per cent (5%)** of the votes cast at that polling station; and
- together with all the other Ballot Papers, does

not exceed the total number of Ballot Papers issued by the Presiding Officer for that polling station.

Where the Presiding Officer would be required to reject the Ballot Papers for the sole reason that they exceed five per centum of the votes cast at that Polling Station, he or she must afford all the Election Agents at the Polling Station a reasonable opportunity to agree not to reject them, and if there is no such agreement, every Ballot Paper that does not bear his or her Official Mark must be rejected. During the abovementioned activity all ballot papers are placed face-down and no-one is permitted to see how these unstamped ballots were marked by the voters.

7.8 Excess of Ballots in the Box

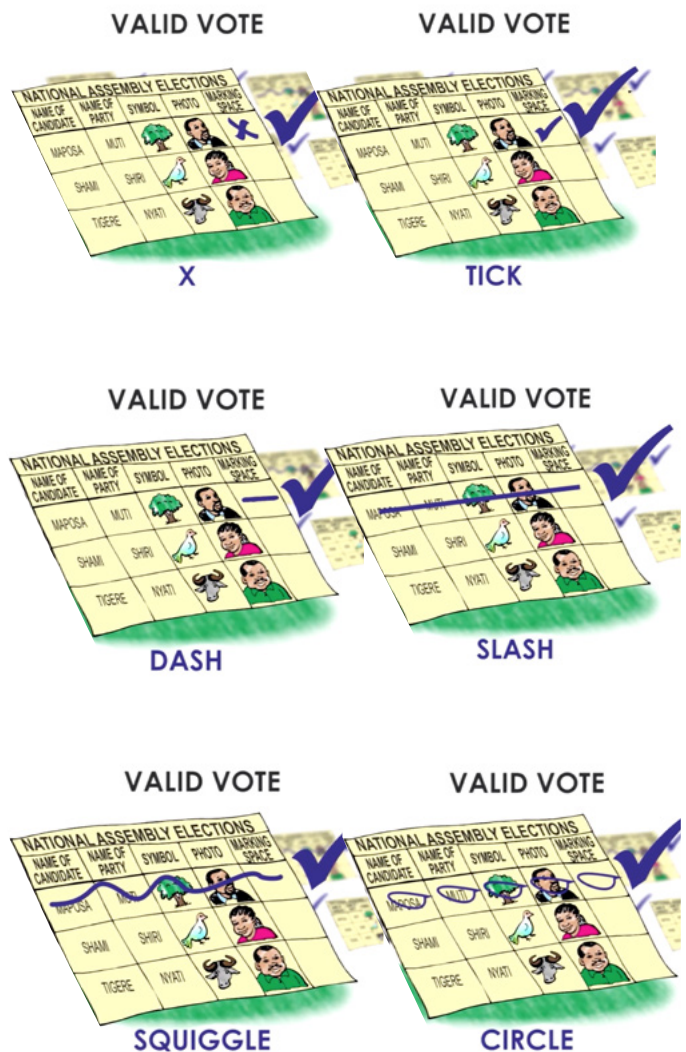
If the number of ballots in the ballot box is greater than what was anticipated then, proceed as follows:


- Check if any of the unstamped ballots have serial numbers that are not within the serial number range that is valid for that Polling Station.
 - o If any such ballots are discovered then set them aside and mark them as “*SET ASIDE -- Ballots NOT from this Polling Station*”.
 - o Such “*SET ASIDE -- Ballots NOT from this Polling Station*” must not be processed and must be excluded from the results count.
 - o Any such Set Aside Ballots must be put in a separate envelope that is marked accordingly.
- After setting aside all Ballots NOT from this Polling Station, check whether the number of remaining Ballots does not exceed the number of ballots anticipated; if so, then proceed to count the results as normal.
- If however, the number of ballots is still higher than anticipated then inspect all the ballots that have an ‘Official Mark,’ to ensure that all stamped ballots do indeed bear the correct ***Polling Station Official Mark***.
 - o Set aside any stamped ballots that bear a foreign mark – these will also not be processed nor included in the Results Count. These ballots must be marked as “*SET ASIDE – Ballots NOT bearing correct Official Mark*”
- The number of ballots in the ballot box should now not exceed the anticipated number of ballots – if that is the case then proceed to count the results as normal.

- o If however that is not the case, then contact your Constituency Elections Officer for guidance on how to proceed.
- If after the above steps have been completed the number of ballots in the ballot box still does not precisely match the calculated number of ballots expected in the ballot box then details of this must be recorded by the Recording Officer including how many ballots were expected and how many ballots were physically counted.

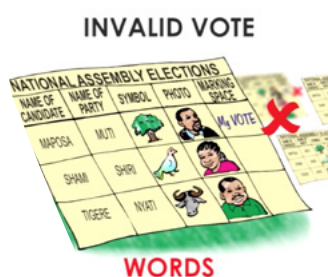
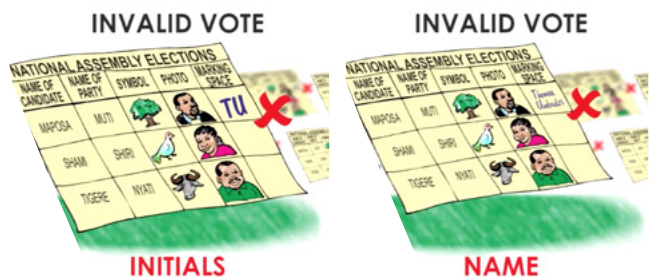
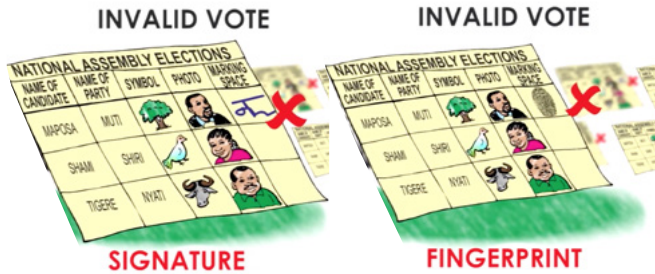
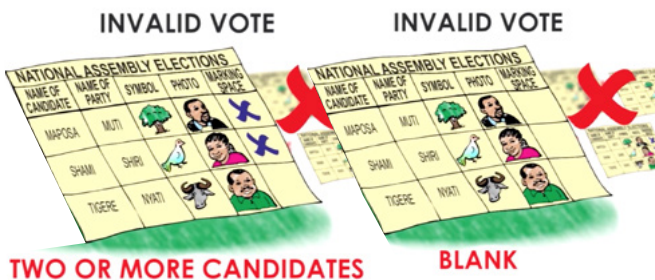
7.9 Valid Votes

The preferred way of marking the ballot paper by the voter is by using a cross (X) in the marking space. However, during the counting process, the Presiding Officer shall not reject any Ballot Paper where the voter has indicated with certainty the candidate for whom he/she intended to vote merely because the voter has so indicated otherwise than by means of a cross (Section 63(4)).



The voter can use a mark other than an X in the marking space provided that it clearly indicates the intention of the voter. This would include marks such as ✓, 0, -, /,  but the voter must not place his or her signature, or initials or fingerprint in the marking space as this could lead to the identification of the voter and the vote would no longer be secret. Marking using an X or any other of these marks in another place on the Ballot Paper would still be a valid ballot provided that the intention of the voter is clear. See the examples below.

The valid Ballot Papers in each ballot box must be counted in lots by a counting officer. A lot should consist of ten ballots and a bundle should consist of one hundred ballots (ten bundles of ten) in order to determine the result of the poll at the Polling Station.



The Presiding Officer must direct that after the first Counting Officer has counted the ballots into lots and bundles, a second Counting Officer must recheck to confirm that each bundle contains a hundred Ballot Papers, and each lot contains ten ballot papers.

7.10 Invalid votes

In the examples given below the ballots are invalid as they do not clearly indicate which candidate the voter wished to vote for.

When the Presiding Officer has rejected as invalid a Ballot Paper, he or she must **write** the word **“Rejected”** on it’.

7.11 Acceptance Objected To

If the Presiding Officer examines a ballot and determines it to be a “valid vote” for a specific candidate then that ballot will be included in the count of valid ballots for that candidate. If however a candidate or his or her Election agent objects to the acceptance of that specific ballot then, the Presiding Officer must write the words **“Acceptance Objected To,”** at the back of the ballot.

For each candidate, all such “Acceptance Objected To” ballots must be placed in an envelope **marked with the words “Acceptance Objected To,”** and this envelope must be deposited inside another envelope containing all the Valid Votes for that specific Candidate. For ease of reference, along with the Candidate’s Name, you may write the number of ballots contained in each of these envelopes. Note that all “Acceptance Objected To” ballots must be included in the results count of Valid Votes for each of their respective candidates.

7.12 Rejection Objected To

If a Presiding Officer examines a ballot and determines it to be an invalid vote then that ballot will be rejected. If however a candidate or his or her Election agent objects to the rejection of that specific ballot then, the Presiding Officer must write the words **“Rejection Objected To,”** at the back of the ballot. All such “Rejection Objected To” ballots must be placed in an envelope **marked with the words “Rejection Objected To,”** and this envelope must be deposited inside another envelope containing all the rejected votes. Note that all “Rejection Objected To” ballots must be included in the results count of Rejected Votes.

and if this rejection is objected to by a candidate or his or her Election Agent, he or she must also **write** the words “**Rejection Objected To**” at the back of the ballot paper. Rejected ballots must not be included in the count of valid ballots.

Rejected ballots that are objected to must be placed in a separate envelope marked “**Rejection Objected To,**” and this envelope must be placed within the packet containing the rejected ballots not objected to. Similarly, for ease of reference, you may write the number of Rejected Ballots contained in each such Envelope.

7.13 Section A, B & C of the Polling Station Return (Form V11)

The filling in of the Polling Station Return Form is being shown below with examples.

Scenario 1

At Tshiwonzeni Primary School Polling Station in Ward 14 of Beitbridge Rural District Council, Beitbridge District, Matebeleland South, you are the Presiding Officer. The Polling Station Postal Vote Register indicates that there is one Postal Vote which you were given at the Command Centre. 948 turned up to vote. Two people requested for replacement Ballot Papers. The Candidates received the following votes; Shumba Lion of the Democratic Party 287; Ndlovu Elephant an Independent 239; Nyathi Buffalo of the Republic Party 418; and there were 5 rejected votes. Complete the Polling Station Return Form for the National Assembly Election.

We are going to have three-in-one Elections. Make sure to correctly indicate the Type of Election by ticking the applicable box at the top of the Form.

Type of Election (Tick applicable)

Presidential	
National Assembly	✓
Local Authority	

In Section A of the Form you will fill in the Name of the Polling Station, the Ward Number, the Constituency, the District and the Province.

Section A

Details of Polling Station

Name of Polling Station : Tshiwonzeni Primary School
 Ward Number : 14
 Local Authority : Beitbridge Rural District Council
 Name of Constituency : Beitbridge West
 Name of District : Beitbridge
 Name of Province : Matebeleland South

In Section B you will fill in details of all the Ballot Papers you received for polling at your Polling Station. You may receive some books with the first few pages plucked out for Postal Vote. The Polling Station Postal Vote Register from the Chief Elections Officer will be indicative of the Number and Names who applied. Therefore, treat the First Ballot Book as having **all** Ballot Papers, that is, 100 as the Chief Elections Officer issued the ballots on your behalf.

Section B Ballot Paper account before poll			
Book	Serial numbers		Number of Ballot Papers
	From	To	
Book 1	01000001	01000100	100
Book 2	01000101	01000200	100
Book 3	01000201	01000300	100
Book 4	01000301	01000400	100
Book 5	01000401	01000500	100
Book 6	01000501	01000600	100
Book 7	01000601	01000700	100
Book 8	01000701	01000800	100
Book 9	01000801	01000900	100
Book 10	01000901	01001000	100
Book 11	01001001	01001100	100
Total			1 100

Ballot Paper Account after Closing of Poll (*Section C of Form V.11*)

In Section C you will account for all the Ballot Papers before you unseal the Ballot Box and start counting the ballots therein.

The calculations here utilize various numbers, such as

- the number of participating Voters
- The Postal Voters;
- Unused Ballots - Calculated by subtracting the last counterfoil leaflet number from hundred. Add the figure from the complete book(s), which is in hundreds (100s)
- How many unnumbered ballots you have found and cancelled;
- How many Ballot Papers were spoilt, cancelled and thus replaced
- How many ordinary Ballot Papers were received
- How many Postal Ballot Papers were received

Points to Note on Section C Scenario 1

- 948 voters cast their votes, so you plucked out 948 ballots
- 2 voters made mistakes, you cancelled the spoilt ballots and issued replacements, that means you plucked out two (2) more ballots.
- Already one ballot was plucked out by the Chief Elections Officer for Postal Vote.
- Ballots removed equals $948+2+1=951$
- The **last** Ballot Paper serial removed is ...**951**. Unused Ballot Paper serial numbers run from **952-1000**. An unused book runs from ...1001-...1100.
- Unused ballots from the last book used; $100-51=49$. Add the 100 from an unused book to the unused ballots. Makes 149.
- Ballots in the Ballot Box; **948 + 1** Postal Vote=949
- Ballots in the Box + Unused + Cancelled =Ballots Issued

$$949 + 149 + 2 = 1100$$

Section C

Ballot Paper account after close of poll

To be determined and completed before unsealing of ballot boxes

Total number of Ballot Papers in ballot boxes			
To be determined before opening of ballot boxes by adding up the counterfoils for issued ballots			949
Unused Ballot Papers after polling	Serial numbers		Totals
	From	To	
	01000952	01001000	49
	01001001	01001100	100
Un-numbered Ballot Papers			0
Cancelled Ballot Papers			2
Postal Ballot Papers Not Received			0
Total			1 100

Scenario 2

Without digressing much from Scenario 1 above, if a Postal Vote Applicant did not return his/her ballots within the required time, or for any other reason, Sections A & B will not be affected. Only vote allocation may be affected. In this case, Nyathi Buffalo of the Republic Party's votes decreased by one to 417.

- Since we have not deposited any Postal Votes into the Ballot Box, we remain with 948.
- We account for the missing Ballot in the row 'Postal Vote Not Received' to balance our sums.

Effect of Postal Ballot Papers Not Received on Section C

Total number of Ballot Papers in ballot boxes			
To be determined before opening of ballot boxes by adding up the counterfoils for issued ballots			948
Unused Ballot Papers after polling	Serial numbers		Totals
	From	To	
	01000952	01001000	49
	01001001	01001100	100
Un-numbered Ballot Papers			0
Cancelled Ballot Papers			2
Postal Ballot Papers Not Received			0
Total			1 100

7.14 Section D of the Polling Station Return

After all the Ballot Papers in the Ballot Box have been counted, fill in the details of the count by going through the following steps:

1. Enter the **Name of the Polling Station, Polling Station Code, Ward Number and Local Authority.**
2. Enter the name of the Candidates **As They Appear on the Ballot Paper.**
3. Enter the number of **Votes Received by Each Candidate** in the Election. (Note: For each candidate this figure includes all Valid Votes, as well as, all Acceptance Objected To Votes).
4. Enter the **Total Valid Votes** received by all the candidates combined.

5. Enter the total number of **Total Votes Rejected**. This figure includes all Rejected Votes, as well as, all Rejection Objected To Votes.
6. Enter the number of Ballots Unaccounted For.
7. Enter the number of **Total Valid and Rejected Votes Cast**.

Name of Polling Station: Tshiwonzeni Primary School **Ward No.-:** 14 **Local Authority:** Beitbridge RDC

Section D: Scenario 1

Polling station results return after counting

To be completed after all the ballots in the ballot box have been counted.

	Name of candidate	Political party / Independent	Votes received
	<i>(Surname first in alphabetical order)</i>		
1	<i>Ndlovu Elephant</i>	<i>Independent</i>	239
2	<i>Nyathi Buffalo</i>	<i>Republic Party</i>	418
3	<i>Shumba Lion</i>	<i>Democratic Party</i>	287
4			
		Total Valid Votes Received	944
		Total Votes Rejected	5
		Ballot Papers Unaccounted For	0
		Total Valid and Rejected Votes Cast	949

Effect Postal Ballot Papers Not Received on Section D

An unreturned Postal Vote has the effect of reducing votes cast. This will affect vote allocation. In this instance, Nyathi Buffalo of the Republic Party's votes decreased by one to 417.

- Affects Total Valid Votes Received, assuming it was valid. In this case, Nyathi's count is reduced.
- It also has a net effect on the Total Votes Cast at the Polling Station. This has been reduced by one in the instance.
- It could have reduced the Rejected Votes had it been a Rejected Vote.

Section D: Scenario 2

Polling station results return after counting

To be completed after all the ballots in the ballot box have been counted.

	Name of candidate	Political party / Independent	Votes received
	<i>(Surname first in alphabetical order)</i>		
1	<i>Ndlovu Elephant</i>	<i>Independent</i>	239
2	<i>Nyathi Buffalo</i>	<i>Republic Party</i>	*417
3	<i>Shumba Lion</i>	<i>Democratic Party</i>	287
4			
		Total Valid Votes Received	*943
		Total Votes Rejected	5
		Ballot Papers Unaccounted For	0
		Total Valid and Rejected Votes Cast	*948

*Reductions due to non-return of the Postal Vote. # May reduce Rejected Votes

7.15 Certification of Polling-Station Return, Form V.11

After completing the Polling Station Return, Form V.11, the Presiding Officer must certify as correct the Polling Station Return Form as the correct record of what transpired at the station at which he/she was a Presiding Officer.

Declaration by Presiding Officer

I hereby certify that the above is a correct statement of all votes cast at this polling station.

Full names of Presiding Officer : Mpala Farayi

Signature of Presiding Officer :  - Date 23 July 2018

Full Names of witness : Mbongolo Don

Signature of witness :  Date 23 July 2018



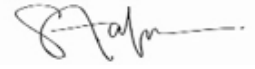
Display the completed Polling-Station Return

The Presiding Officer must display the completed polling-station return, Form V.11, to those present.

Declaration by candidates/ Election agents

The Presiding Officer must afford each Candidate or his/her Election Agent the opportunity to subscribe their signatures to the Polling Station Return Form, Form V.11.

I hereby declare that this return is a correct statement of all votes cast at the above-mentioned polling station.

	Name	Name of Political Party/Independent	Designation	Date	Signature
1	Bhutsu Shuz	Republic Party	Agent	23/7/2018	
2	Nguwani Hat	Democratic Party	Agent	23/7/2018	
3	Bhachi Jacket	Independent	Agent	23/7/2018	

Original versions of this form must be produced and they must be distributed as follows:

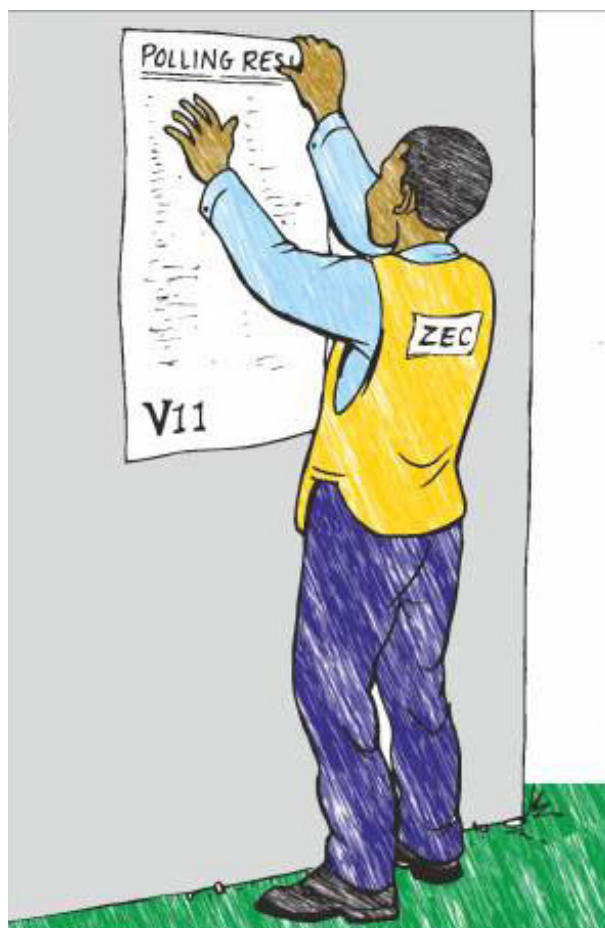
PRESIDENTIAL ELECTION	NATIONAL ASSEMBLY ELECTION	LOCAL AUTHORITY ELECTION
Affix original outside of polling station	Affix original outside of polling station	Affix original outside of polling station
Provide original to each candidate or polling agent present at polling station	Provide original to each candidate or polling agent present at polling station	Provide original to each candidate or polling agent present at polling station
Seal original in the ballot box.	Seal original in the ballot box.	Seal original in the ballot box.
Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre and copies to: <ul style="list-style-type: none"> • Presidential Constituency Centre, • District Command Centre, • Provincial Command Centre and • National Command Centre. 	Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre and copies to: <ul style="list-style-type: none"> • National Assembly Constituency Centre, • District Command Centre, • Provincial Command Centre, and • National Command Centre. 	Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre, and copies to: <ul style="list-style-type: none"> • Constituency Command Centre • District Command Centre, • Provincial Command Centre, and • National Command Centre.

Presiding Officer's Seal

The V.11 Form and all documents originating from the Polling Station must be stamped with the Presiding Officer's Seal.

- provide an original of the Polling Station Return, Form V.11, to each Candidate or his or her Election Agent;
- affix an original of the Polling-Station Return, Form V.11, on the outside of the Polling Station so that it is visible to the public and shall ensure that it remains there so that all members of the public who wish to do so may inspect it and record its contents.

The Presiding Officer must ensure that all original V11 Forms bear the same information and in the same order!



7.16 Transmission of Polling Station Return & Other Essentials

Immediately after affixing a Polling-Station Return on the outside of the polling station, the Presiding Officer must personally transmit the Polling Station Return certified by himself or herself to be correct, specific Protocol Register extractions, Voter Statistics Tally Form, HR-Attendance Register and the sealed Ballot Box to the Ward Elections Officer.

Paste an original, single-sided V.11 Form at the entrance of the Polling Station;

The winner of a Local Authority Election will only be announced at the Ward Collation Centre after all the Ward's Polling Station Returns have been gathered.

The above Steps are repeated for each of the three Harmonized Elections.

7.17 Summary to Close of Poll

Finally, prepare or package all other remaining items for their return. For example,

- Presiding Officer's Seal, Polling Station Secret Stamp(s), Stamp Pad, Polling Booths, Indelible Ink Marking Pens, Gas Cylinders and Lamps, and so on.
- Ensure that no flammable material (e.g., Acetone) is leaking – if it cannot be resealed securely so that it does not leak then it must not be placed inside the cardboard box as it presents a fire risk.
- Do not return any unused matches because they are fire hazard
- Ensure that gas lamps are properly packaged to prevent them from being damaged during transportation.

TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIAL TO THE WARD ELECTIONS OFFICER



8.1 Election Material sent to the Ward Elections Officer

The Presiding Officer must personally ensure the secure transportation of all Election Residue and Equipment. During transporting the goods from the Polling Station, the Presiding Officer must be accompanied all the way to the Ward Collation Centre by at least one Polling Station Staff and two Police Officers.

An Election Agent per Party/Candidate may accompany the Presiding Officer to the Ward Collation Centre. Note that if any non-ZEC Staff are to be transported by a ZEC owned or arranged vehicle then they may only do so after they have signed an Indemnity Form. Such Election Agents must keep their Election Agent Badges so that they may be permitted to enter the Ward Collations Centre. The Presiding Officer at the Polling Station must send to the Ward Elections Officer the following items enclosed inside a sealed envelope clearly marked according to its Polling Station and Election. For example,

“Envelope A: Collation Material (Presidential)”,
 “Polling Station: Chimbi Primary School”,
 “Polling Station Code: 5400MWE1305”.

Note that in the case of Harmonized Elections there will be three separate Envelope A's – one for Presidential, one for National Assembly and one for Local Authority Elections.

- 1) Inside “Envelope A” place the following items:
 - a) All the duly completed Polling Station Return forms (Form V.11);
 - b) Only in the case of the Envelope A for the Local Authority place the additional items:
 - i) Stapled together, the duplicate of the following Proformas from the Protocol Register:
 - (1) PE2005/1: Register of Assisted Voters [Section 61(b)(iii)]
 - (2) PE2005/1a Register of Persons Assisting To Vote [Section 59(3)]
 - (3) PE2005/4: Register of Persons Denied To Vote
 - (4) PE2005/30: Register of Complaints Received During Poll
 - (5) PE2005/32: Gender Statistics Form
 - ii) Gender Tally Forms
 - iii) Indemnity Forms

- 2) Inside each Ballot Box place its below mentioned corresponding election's material:
- a) One Polling Station Return for that Election, Form V.11;
 - b) Ballot Papers: Spoilt, Unnumbered, Mismatched, Unused, Used and All Counterfoils. (for that particular election)
 - c) Only in the case of the Local Councilor Ballot Box the following additional items must also be placed inside it prior to sealing:
 - i) Voters' Roll – during Harmonized Election this must not be enclosed in any ballot box other than the Local Authority Ballot Box!
 - ii) Original Polling Station Protocol Registers and any Exercise Book used to record activities at the Polling Station;
 - iii) Badges for Polling Officers and Agents that will NOT accompany the Presiding Officer to the Ward Collation Centre (Note that the Presiding Officer must keep his/her Badge);
 - iv) Completed and signed Declaration of Secrecy Forms;

The Ballot Box is now re-sealed. Election Agents should be invited to inspect the seals and take note of their serial numbers; they may also place their own seals on the ballot box [Section 64(1b)] -- provided the gap has adequate space to do so without damaging the ballot box. Note that once the ZEC Official seal is in place then there may be limited space in the gap for placing additional seals.

8.2 Election material sent to the Constituency Election Officer

In the case where it is not possible to transmit results and transport all Materials and Equipment at the time, then one Police Officer and some Polling Officers are required to remain behind to secure any such items left behind at the Polling site (for example, Tents, Polling Booths, etc.). In such a case, only one Police Officer needs to accompany the Presiding Officer during transportation of the results.

The following sundry items must be returned to the **Constituency Elections Officer** for use during any subsequent Elections:

- Presiding Officer's Seal
- Polling Station Secret Mark(s)
- Sealing wax
- Stapler Heavy Duty
- Indelible finger marking Pens
- Stamp pad ink
- Masking tape
- Paraffin
- Rulers
- Safety pins
- Scissors
- Candles
- Stamp pads
- Staple Pins Heavy Duty
- String
- Unused acetone
- Unused stationery
- Lanterns
- Gas lamps
- Gas bottles
- Black Plastic
- Tents

NB: Used and finished indelible marker pens must be labelled 'Used & Finished.' Used but not finished indelible marker pens must be labelled 'Used.'

Do not return any matches as they pose a fire hazard. Also, for the same reason, if any opened bottles of Acetone cannot be fully resealed then these too must not be returned.

8.3 Election Staff at Ward Collation Centre and Their Responsibilities

The Ward Elections Officer is overall in charge of ensuring the correct administration of all Elections in his/her Ward. In the unforeseen event where the Ward Elections Officer falls ill, this must be immediately reported to the Constituency Elections Officer. The Constituency Elections Officer will note this down and authorise the Deputy Ward Elections Officer to serve in the role of the Ward Elections Officer. Depending on the security situation, the Zimbabwe Republic Police (ZRP) Officers at the Ward Command Centre may be beefed up by those accompanying Presiding Officers with Ballot Boxes and results.

Each Ward Collation Centre is serviced by:

- Ward Elections Officer;
- Deputy Ward Elections Officer;
- Two clerks, and
- Two ZRP Officers.

Prior to the Election, the Ward Elections Officer and his team will deploy to their Ward Command Centre on the day the Presiding Officers' team deploys. Their duties involve but are not limited to:

- Being the reserve supply for Election materials for the Polling Stations within their Ward;
- Seeing to it that all Polling Stations within their Ward have firmed on the ground in sufficient numbers;
- Checking on the welfare of personnel at Polling Stations within their Ward;
- Liaising with Presiding Officers at Polling Stations within their Ward for the supply of deficient materials;
- Checking on Polling Station setting up and rehearsals;
- Being a conduit between the Presiding Officer and the Constituency Elections Officer at the Constituency Command Centre.
- Collecting, collating and forwarding Polling Station Statistics at given intervals to the Constituency Command Centre and completing the Ward Statistics Form – PE2005/32 at the end of the day.
- Carrying out supervisory visits during polling and counting at Polling Stations within their ward.
- Receiving, collating and transmitting Polling Station Results and Ballot Boxes to the Constituency Command Centre.

- Collating Local Authority Results and announcing the winner.
- Compiling the following V23A Ward Collation Results Forms and transmitting them to the Constituency Elections Officer
 - o V23A for National Assembly Constituency Results; and
 - o V23A for Presidential Results.

8.4 Handover procedure from the Presiding Officer to Ward Election Officer

The Ward Elections Officer and his/her Deputy inspect and verify the V.11 Forms and other Forms for compliance. Any errors must be addressed by the Presiding Officer and his Assistant. The corrected document must be signed-off by the Presiding Officer and must be counter-signed by the accompanying Election Agents who previously signed the V.11 Forms.

After all Forms have been completed to the satisfaction of the Ward Elections Officer, the Presiding Officer can be released so that he/she can go and surrender the Polling Station kit to the Constituency Command Centre Logistics Assistants. Before leaving, the Presiding Officer and any Election Agents that accompanied him/her must handover their badges to the Ward Elections Officer who will place them in an envelope with the other electoral material for that specific Polling Station.

Nonetheless please note that, in case of any unforeseen issues, the Presiding Officer should keep his/her mobile phone charged and switched on in case there is an urgent need to contact him/her.

8.5 Processing of results at Ward Level

One of the major functions of the Ward Elections Officer is to process results. He will make use of information provided on Polling Station source documents to compile or collate the Ward Returns. The Ward Elections Officer will receive and check that the following are there:

- A sealed Ballot Box *for each Election*.
- Six V.11 Forms *for each Election* have been duly completed and signed.
- All original V.11 Forms show precisely the same information;
- That all V.11 calculations have been correctly made.

- That the following Protocol Attachments are there:
 - 1) PE2005/1: Register of Assisted Voters [Section 61(b)(iii)]
 - 2) PE2005/1a Register of Persons Assisting to Vote [Section 59(3)]
 - 3) PE2005/4: Register of Persons Denied to Vote,
 - 4) PE2005/30: Register of Complaints Received During Poll
 - 5) PE2005/32: Gender Statistics Form,
 - Gender Tally Form,
 - Indemnity Forms, and
 - Human Resources Attendance Register, and shall verify that writing on all Forms is clearly legible.

The Ward Elections Officer will collate Ward results for the Presidential, National Assembly and Local Authority Elections. The Ward Elections Officer will make use of one of the original V.11 Forms for each Polling Station to complete entries on the V23A Forms for the three Elections. For each Polling Station in that Ward there must be one corresponding original V.11 Form attached to the back of the V23A Form. Under no circumstances is the Ward Elections Officer permitted to complete an entry for any Polling Station on the V23A Form without having on hand its **original V.11 Form!**

The Ward Return Forms (V23A Forms) are deemed to be complete after the results of every Polling Station in that Ward have been captured. The totals must thereafter be summed up and double-checked. Once that is done all that remains is for the Ward Elections Officer and the relevant stakeholders to sign the V23A Form.

The Ward Elections Officer will display the signed and completed V23A Forms outside of the Ward Coalition Centre.

In the case of Harmonized Elections, as there are three (3) simultaneous Elections, it follows that three (3) separate V23A Forms will be completed and signed – one for each Election. However, there are slight differences.

Only in the case of the V23A Form for the Local Authority Election will the Ward Elections Officer announce the winner of that Local Authority Election. Afterwards, the original V23A Forms (for the Presidential, National Assembly and Local Authority) along with all of their attached original supporting documents should be placed in appropriately marked envelopes for onward transmission to the Constituency Elections Officer.

The Ballot Boxes, Envelopes, and Ward Command/Collation Centre kit will now be transported to the Constituency Command Centre as a matter of urgency.

The Ward Elections Officer must personally ensure the secure transportation of all Electoral Material and Equipment (both used and unused) to his/her Constituency Command Centre.

During transporting the goods from the Ward Collation Centre, the Ward Elections Officer must be accompanied all the way by his/her Deputy and at least two Police Officers. If the quantity of goods is substantial the Ward Elections Officer should request additional hands and security during the transport process.

8.6 Day After Elections

On the day after Elections, the Presiding Officers, as well as, the Ward Elections Officers must wind up decamping and debriefing.

Any electoral material that could not be transported on Election night – such as tents -- must be collected and taken to the Constituency Command Centre. The relevant Presiding Officer must arrange this to take place through the Logistics Officers located at the Constituency Command Centre.

TRANSMISSION OF POLLING STATION RESULTS AND HANDOVER OF ELECTION MATERIALS TO THE CONSTITUENCY ELECTIONS OFFICER



9.1 Handover procedure from Ward to Constituency Election Officer

The Deputy Ward Elections Officer and Police Officers will hand over the Ward Ballot Boxes and the Ward kit to the Logistics Assistants while the Ward Elections Officer goes to hand over the Ward Results and any supporting documents to the waiting Constituency Elections Officer.

The Constituency Elections Officer will only open the envelope with the original V23A Forms to which the original V.11 Forms have been attached. These original V23A Forms will be required by the Constituency Elections Officer to complete Form V23B – also called, the Constituency Collation Form. The Constituency Elections Officer must ensure that the required number of original V23A Forms has been handed over by the Ward Elections Officer for each and every concurrent Election – Photocopies, Facsimiles or anything other than the original V23A Forms will not be accepted!!!

The Constituency Elections Officer must verify that each and every original V23A Form has its required original V.11 Forms attached. If any such forms are missing or are deemed to be copies then these must under no circumstances be accepted!

The Constituency Elections Officer will then verify that each original V23A Form:

- Has been correctly filled in,
- All original Forms show precisely the same information;
- All the information on every Form is clearly legible;
- All V23A Form additions have been accurately calculated; and
- All Forms have been duly signed by the Ward Elections Officer and all other relevant stakeholders.

Errors must be addressed by the Ward Elections Officer. The corrected document must be signed-off by the Ward Elections Officer and must be countersigned by all Election Agents who signed prior.

The corrected original V23A Forms (with their original V.11 Forms attached on the back) are then handed over to the Constituency Elections Officer for his/her final inspection and verification.

If all Forms have been completed to the satisfaction of the Constituency Elections Officer, only then may the Ward Elections Officer be released so that he/she can be on his/her way back home. Before leaving, the Ward Elections Officer and any Election Agents that accompanied him/her must handover their badges to the Constituency Elections Officer who will place these items in the appropriate envelope along with the other electoral material for that specific Ward, as appropriate.

In case of any unforeseen issues, the Ward Elections Officer and the Deputy Ward Elections Officer must keep their mobile phones charged and switched on in case there is an urgent need to contact them.

The Constituency Elections Officer may only complete the V23B Form after receiving the original V23A Forms along with all their relevant original V.11 Forms attached. Under no circumstances is the Constituency Elections Officer allowed to complete an entry for a ward's Collated Return on the V23B Constituency Collation Form if he/she does not have the original V23A Form (along with ALL the relevant original V.11 Forms) in his/her possession! The key thing to note here is that original Forms are required at every step in the process!!!

After all the results of every Ward in that Constituency have been captured, only then are the Ward entries on the V23B Form deemed to be complete. The totals must thereafter be summed up and double-checked. Once that is done all that remains is for the Constituency Elections Officer and the relevant stakeholders to sign the V23B Form.

The V23B Form is complete when it contains all the collated results for all the Wards in that Constituency. The relevant stakeholders (if present) must be requested to sign the completed V23B Form. Remember that at the back of every V23B Form, all the original V23A Forms with each and every one of their original V.11 Forms must be attached.

It is a serious violation of the prescribed results aggregation procedures if any original V23A or its V.11 Forms are found to be missing for any of the captured Ward entries on the V23B Form!

This completed V23B Form now contains the official result for that Constituency. Based on this completed V23B Form, the Constituency Elections Officer will now announce the winner of the National Assembly Election for that Constituency. Thereafter, the Constituency Elections Officer will affix the V23B Form at the entrance of the Constituency Command Centre.

The V23B Forms for the Presidential and National Assembly Elections are completed and signed at the Constituency Command Centre. As before, there are slight differences...

- In the case of the V23B Form for the National Assembly Election the Constituency Elections Officer **will announce the winner** of that National Assembly Election.
- By contrast, in the case of the Presidential Election, the Constituency's collated results **will not be announced but only displayed** by the Constituency Elections Officer.

Note that the winner of the Presidential Election is not announced at the Constituency Command Centre – instead, the winner of the Presidential Election will only be announced later on at ZEC Head Office by the Chief Elections Officer.

The Constituency Elections Officer will display the signed and completed V23B Forms outside of the Constituency Command Centre.

Afterwards, the V23B Forms (for the Presidential and National Assembly), as well as, all the remaining original V23A Forms and original V.11 Forms (for the Local Councillor Elections) will be transported to the District Elections Office by the Constituency Elections Officer. The Constituency Elections Officer must personally ensure the secure transportation of all original Forms to his/her District Elections Officer. During transporting these original Forms, the Constituency Elections Officer must be accompanied all the way by his/her Deputy and at least two Police Officers. Election Agents are allowed to accompany them.

Through the Offices of the District Elections Officer, the relevant original Forms will subsequently be transported to the ZEC Head Office in a similar secure manner.

9.2 Storage of Election Residue

In some cases, the Electoral Material will be stored securely at an approved secure location at the Constituency. In other cases, the material will be transported to the District Elections Offices for secure and safe-keeping. The details of these arrangements are left up to the District Elections Officer (DEO) and their Constituency Elections Officers to agree on.

It is extremely important to note that all vital electoral material (including the sealed ballot boxes, the used and unused Ballot Papers, the Voters' Rolls...) must be securely stored. The Provincial Elections Officer bears full responsibility for the safe-keeping of all these vital electoral materials.

In all cases, the custodian of these goods must ensure that adequate security is provided for all these items. Before any of these items may be disposed, an instruction to that effect must be received from ZEC Chief Elections Officer that the relevant items are no longer required and may be disposed of in the prescribed manner.

Annexures

ANNEXURE 1: INVENTORY LIST FOR POLLING STATION

Instructions

The Presiding Officer at the Polling Station must receive the items listed in the inventory. He or she must carefully check to ensure that all the listed items have been included and that these items are in usable condition. If items are missing or some items are not in good order, the Presiding Officer must immediately report these deficiencies to the Ward Elections Officer.

All these items must be handed back to Logistics Officers after the election. The Presiding Officer will be held responsible for any loss or damage of any election material/equipment.

Logistics Officers receiving your equipment/material back must sign for them.

POLLING STATION: _____

Item	Quantity	Issuing Remarks	Surrendering remarks
1.	Acetone	100ml	
2.	Ball pens	10	
3.	Ballot box labels	6	
4.	Ballot Boxes	4	
5.	Candles	6	
6.	Cardboard Box	1	
7.	Cotton wool	50g	
8.	Direction posters (left & right)	10	
9.	Election agents list	1	
10.	Election Agent Badges	20	
11.	Electoral Act	1	
12.	Electoral Regulations	1	
13.	Envelopes (big)	10	
14.	Exercise Book (As Register)	1	
15.	Gas Lamp & Cylinder	2	
16.	Gloves for handling Marking Ink	2 pairs	
17.	Indelible visible marking ink in bottle	500ml	
18.	Indelible visible marking pens	8	
19.	Indemnity Forms	15	
20.	Masking Tape or Gummed tape	1	
21.	Matches (Box/s)	1	
22.	Paper Clips	100g	
23.	Polling Officers' Badges	10	
24.	Polling Booths	4	
25.	"The Polling Process" Poster	1	
26.	Polling Officers Manual	1	
27.	Polling Station Attendance Register	1	
28.	Polling Station Return Forms (Form V11)	30	
29.	Presiding Officer's Badges	1	
30.	Presiding Officer's Seal	1	
31.	Protocol Register	1	
32.	Quick Reference Guide	1	
33.	Rubber Bands	100g	
34.	Ruler	1	
35.	Safety Pins	20	
36.	Heavy Duty Stapler	1	
37.	Heavy duty staples	1 Box	

38.	Staple remover	1	
39.	Scissors	1	
40.	Seal Straps Serial No. From.....To.....	20	
41.	Sealing Wax	1	
42.	Secret Mark	3	
43.	Small Envelopes for Padlock Keys	10	
44.	Stamp pad	4	
45.	Stamp Pad Ink	1	
46.	Sticky Stuff	2	
47.	String balls	1	
48.	Thimbles	100g	
49.	Tissues	15	
50.	Vaseline Bottle (100ml bottle)	1	
51.	Voters' Roll	2	
52.	Easel	1	

Presiding Officer's Confirmatory Certification Of The Voters' Roll

1. it is the correct Polling Station Voters' Roll; and
2. it is generally sound and free from the following visible defects
 - (i) Missing pages,
 - (ii) Obvious misprints,
 - (iii) Faint pages,
 - (iv) Inverted entries, etc

Ballot Papers Issued

Total number of Ballot Books Issued.....

Issued by: Full names

Signature.....

Date.....

Serial numbers of books from

to

Acknowledgment of receipt of ballot papers listed above and the Voters' Roll

Received by:	
Full names	
Signature.....	
Date.....	Witnessed by:
Full names	
Signature.....	
Date.....	

The presiding officer must check the ballot papers supplied to him or her. Within the books of ballot papers supplied, he or she may find misnumbered or unnumbered ballot papers. These ballots must not be issued out to voters; they must be endorsed as cancelled, initialed by the presiding officer and placed in an envelope that must be sealed and kept by the presiding officer in a special security depository. At the close of the poll all misnumbered ballot papers must be sealed in separate envelope packets marked "Cancelled Unnumbered and misnumbered ballot papers" and the number of such papers must be endorsed on the outside of the envelope.

ANNEXURE 2: POLLING STATION RETURN FORM (V.11)

POLLING STATION RETURN

Section 64(1) (c) of the Electoral Act [Chapter 2:13]

Type of Election (Tick applicable)

Presidential	
National Assembly	
Local Authority	

Section A Details of Polling Station

Name of Polling Station:.....
 Polling Station Code :.....
 Ward Number :.....
 Local Authority :.....
 Name of Constituency :.....
 Name of District :.....
 Name of Province :.....

Section B Ballot Paper account before poll Ballot Paper received

Section B Ballot Paper account before poll			
Book	Serial numbers		Number of Ballot Papers
	From	To	
Book 1			
Book 2			
Book 3			
Book 4			
Book 5			
Book 6			
Book 7			
Book 8			
Book 9			
Book 10			
Book 11			
Total			

Section C

Ballot Paper account after close of poll

To be determined and completed before unsealing of ballot boxes

Total number of Ballot Papers in ballot boxes			
<i>To be determined before opening of ballot boxes by adding up the counterfoils for issued ballots</i>			
Unused Ballot Papers after polling	Serial numbers		Totals
	From	To	
	Un-numbered Ballot Papers		
	Cancelled Ballot Papers		
	Postal Ballot Papers Not Received		
	Total		

Name of Polling Station:..... Ward No.-:..... Local Authority:.....

Section D

Polling station results return after counting

To be completed after all the ballots in the ballot box have been counted.

	Name of candidate	Political party / Independent	Votes received
	<i>(Surname first in alphabetical order)</i>		
1			
2			
3			
4			
		Total Valid Votes Received	
		Total Votes Rejected	
		Ballot Papers Unaccounted For	
		Total Valid and Rejected Votes Cast	

Declaration by Presiding Officer

I hereby certify that the above is a correct statement of all votes cast at this polling station.

Full names of Presiding Officer :

Signature of Presiding Officer :ate.....

Full Names of witness :

Signature of witness :Date.....

Declaration by Candidates/ Election Agents

I hereby declare that this return is a correct statement of all votes cast at the above mentioned polling station.

	Name	Name of Political Party/ Independent Candidate	Designation	Date	Signature
1					
2					
3					
4					
5					

Copies of this form must be produced and they must be distributed as follows:

Presidential Election	National Assembly Election	Local Authority Election
Affix original outside of polling station	Affix original outside of polling station	Affix original outside of polling station
Provide original to each candidate or polling agent present at polling station	Provide original to each candidate or polling agent present at polling station	Provide original to each candidate or polling agent present at polling station
Seal original in the ballot box.	Seal original in the ballot box.	Seal original in the ballot box.
Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre and copies to: <ul style="list-style-type: none"> • Presidential Constituency Centre, • District Command Centre, • Provincial Command Centre and • National Command Centre. 	Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre and copies to: <ul style="list-style-type: none"> • National Assembly Constituency Centre, • District Command Centre, • Provincial Command Centre, and • National Command Centre. 	Send original return to: <ul style="list-style-type: none"> • Ward Collation Centre, and copies to: <ul style="list-style-type: none"> • Constituency Command Centre • District Command Centre, • Provincial Command Centre, and • National Command Centre.

ANNEXURE 3: COLLATION OF POLLING STATION RETURNS AT WARD COLLATION CENTRE

ELECTORAL ACT [Chapter 2:13]
(Section 65)

COLLATION OF POLLING STATION RETURNS AT WARD COLLATION CENTRE

Section 37C (4) (a) of the Electoral Act [Chapter 2:13]

Details of Ward Collation Centre

Local Authority :.....
 Ward Number :.....
 Name of Constituency :.....
 Name of District :.....
 Name of Province :.....

Total votes received by candidates in Local Authority

Name of polling station	Name of candidate	Name of candidate	Name of candidate	Name of candidate	Votes rejected
1					
2					
3					
4					
5					
Total Votes Received					

Total votes received by candidates in Presidential Election

Name of polling station	Name of candidate	Name of candidate	Name of candidate	Name of candidate	Votes rejected
1					
2					
3					
4					
5					
Total Votes Received					

Total votes received by candidates in National Assembly Election

Name of polling station	Name of candidate	Name of candidate	Name of candidate	Name of candidate	Votes rejected
1					
2					
3					
4					
5					
Total Votes Received					

Declaration by Wards Elections Officer

I hereby certify that the above is a correct statement of the collated results at this Ward Collation Centre.

Full names of Ward Elections Officer :.....
Signature of Ward Elections Officer :.....Date.....
Full Names of witness :.....
Signature of witness :.....Date.....

Declaration by candidates/ Election agents

I hereby confirm that this return is a correct statement of the collated results at this Ward Collation Centre.

	Name	Name of Political Party/ Independent Candidate	Designation	Date	Signature
1					
2					
3					
4					
5					

Distribution of ward collation return:

The ward collation return is to be completed and distributed as follows:

1. Display original outside Ward Collation Centre
2. Provide original to each candidate or his or her Election agent present.
3. Send original to the Presidential Constituency Centre.
4. Send original to the District Command Centre.
5. Send original to the Provincial Command Centre.
6. Send original to Chief Elections Officer at the National Command Centre.

ANNEXURE 4: COLLATION AT NATIONAL ASSEMBLY CONSTITUENCY CENTRE

V23B (National Assembly)

ELECTORAL ACT [Chapter 2:13]
(Section 65)
Form V.23B
(National Assembly)
ELECTORAL ACT [CHAPTER 2:13]
(Section 65)

National Assembly
COLLATION AT NATIONAL ASSEMBLY CONSTITUENCY CENTRE

Section 37(C)(b)(ii) of the Electoral Act [Chapter 2:13]

Name of Constituency :

Name of Province :

Collation of ward returns in respect of National Assembly constituency Election

Ward Number	Name of candidate	Name of candidate	Votes rejected
1			
2			
3			
Total Votes Received			

Declaration by Constituency Elections Officer

I hereby certify that the above is a correct statement of the collated results at this National Assembly Constituency Collation Centre.

Full names of Constituency Elections Officer :

Signature of Constituency Elections Officer :Date.....

Full Names of witness :

Signature of witness : Date.....

Declaration by candidates/ Election agents

I hereby confirm that this return is a correct statement of the collated results at this National Assembly Constituency Collation Centre.

Ward No.	Name	Name of political party/ Independent candidate	Designation	Date	Signature
1					
2					
3					

Distribution of National Assembly constituency return:

The constituency return is to be completed and distributed as follows:

1. Affix original outside National Assembly Constituency Centre.
2. Provide original to each Election agent and observer present at polling station.
3. Send original to Provincial Elections Officer.
4. Send original to Chief Elections Officer at National Command Centre.

The Zimbabwe Electoral Commission acknowledges the support of ZIMECO UNDP Project funded by the European Union and Government of Japan.



ZIMBABWE ELECTORAL COMMISSION

For more information contact: The Zimbabwe Electoral Commission (ZEC)
Mahachi Quantum Building, Corner Kaguvi & Jason Moyo, P.O. Box 7782, Harare
Tel: +263-4-774095/759130/779618 Fax: +263-4-781903/770660
Email: inquiry@zec.org.zw Website: www.zec.org.zw