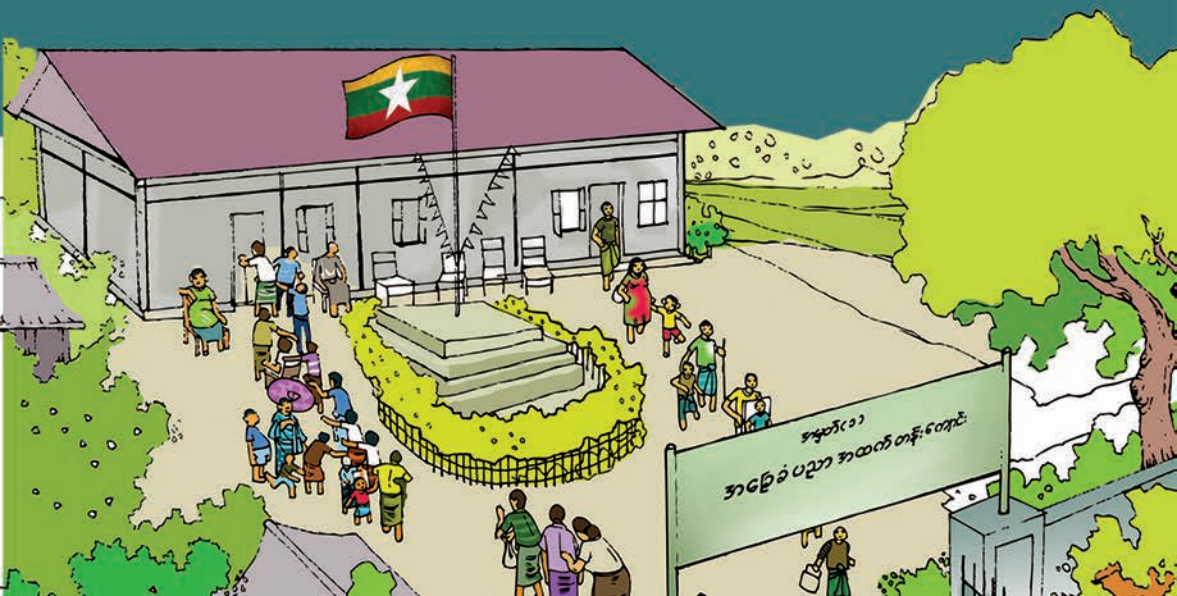




2017 Myanmar By-Elections

Polling Station Officer, Deputy Polling Station Officer and Polling Station Members' Manual





Global Expertise. Local Solutions.
Sustainable Democracy.

PREFACE



Hla Thein
Chairman

The Union Election Commission is very glad to have developed the “Polling Station Officer, Deputy Polling Station Officer, and Polling Station Members’ Manual” for the 2017 By-Elections which will be helpful for Polling Station Officers, Deputy Polling Station Officers and polling station members.

The Union Election Commission is working towards free, fair and credible elections according to wishes of the people.

The role of Polling Station Officers, Deputy Polling Station Officers and polling station members is very important in the electoral process.

The Union Election Commission has developed the by-laws, directives and guidelines regarding the electoral process which are covered in this manual. In addition, this manual is decorated with illustrations so that the process is clearly understandable for the Polling Station Officers, Deputy Polling Station Officers and polling station members and officials who will perform their duties at different levels of sub-commissions. The polling station members can study clearly the electoral process with this manual, and I believe that this manual will be helpful for the Polling Station Officers, Deputy Polling Station Officers and polling station members who will perform vital roles during the 1st April, 2017 By-Elections.

I would like to acknowledge and appreciate profoundly the Union Election Commission’s Director General and staff, International Foundation for Electoral Systems (IFES), Polling Manual Working Group, Myanmar Independent Living Initiative (MILI) and the donors for the resulting Polling Station Officer, Deputy Polling Station Officer, and Polling Station Members’ Manual. I fully believe that this manual will be useful for the Polling Station Officers, Deputy Polling Station Officers and polling station members in holding By-Elections successfully.



Hla Thein
Chairman
Union Election Commission

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1.1 About Myanmar By-Election

Elections are fundamentally important to the State and essential for the flourishing of its democratic system. In the Republic of the Union of Myanmar, multi-party democracy is protected by the 2008 Constitution in order to form the government of three Hluttaws. To elect representatives, multi-party democratic general elections were held in 2010 and 2015 along with By-Elections in 2012. As one term of a Hluttaw is five years according to the 2008 Constitution in the Republic of the Union of Myanmar, elections are to be held once every five years. The election system that Myanmar is now practicing is the First-Past-the-Post system. Elections are held to elect 330 representatives for the Pyithu Hluttaw, 168 representatives for the Amyotha Hluttaw and 644 representatives for the Region/State Hluttaw according to the desire of voters. Moreover, the additional 110 Pyithu Hluttaw representatives, 56 Amyotha Hluttaw representatives and 222 representatives of Region/State Hluttaw who all are Defence Services Personnel nominated by the Commander-in-Chief of the Defense Services in accord with the law and according to the section 109 (b), 141 (b) and 161 (d) of the 2008 Constitution are counted in the number of Hluttaw representatives. According to article 89-A of Hluttaw Law, “if there is a vacancy for Hluttaw representative due to any reason in the Hluttaw, it shall be substituted by election within one year starting from the date of informing by Chairman of Hluttaw to UEC about the vacancy for the first year of Hluttaw’s term without contradiction to article 50”. Therefore, By-Elections will be held on 1st April, 2017 for a total of 19 constituencies: 9 vacant seats of Pyithu Hluttaw, 3 vacant seats of Amyotha Hluttaw and 7 vacant seats of region/state Hluttaw.

1.2 Code of Conduct of Polling Station Officers and Polling Station Members issued by the Union Election Commission

Polling Station Officers and Polling Station Members must abide by the following code of conduct:

- (a) The forms, reports and records related to the elections must be compiled and archived accurately;
- (b) Casting votes with secrecy shall be ensured at all times;
- (c) No other information shall be shared with the public other than the official instructions which are released by the Union Election Commission;
- (d) Act righteously, and do not be biased or show preference for any political party, candidate or political party representative;
- (e) In the event that a person acts indecently or does not follow the instructions of the Polling Station Officer, the Polling Station Officer can instruct the police or the security personnel appointed by the ward/village tract sub-commission or one of the polling station members to remove this person immediately from the polling station;
- (f) If the polling station official finds that someone has breached the election law or is committing a crime defined by the election law, the Polling Station Officer could order the police on duty or other security personnel to remove the person, and arrest if necessary;
- (g) If the Polling Station Officer or the Deputy Polling Station Officer or any other polling station member can no longer perform his/her duty due to health conditions or any other condition, it must be immediately reported to the ward/village tract sub-commission;
- (h) All ward/village tract sub-commission staff as well as polling station members must understand that performing the duties at the polling station is performing the duty of the state;
- (i) All levels of the sub-commission and the polling station members, who honestly perform the duties given in accordance with the law, must not be sued neither by criminal nor civil code. However, they shall follow electoral offences and punishments from the Electoral Law Chapter (13).

1.3 Appointment of Polling Station Officers and Members

Generally a polling station has the following members

- Polling Station Officer
- Deputy Polling Station Officer
- At least (1) Voter List Checker
- At least (1) Ballot Paper Issuer
- (2) Polling Station Security (One member at the entrance and another one at the exit of the polling station)
- Ink Marker totaling at least 7 polling station members.

Additional voter list checkers and ballot paper issuers can be appointed if there are more than (1000) voters. Therefore the number of polling station members may increase accordingly.

To manage polling stations in each constituency, the township sub-commission must appoint polling station members as follows:

- To appoint suitable civil servants as polling station members;
- The township sub-commission could appoint appropriate civil servants for Polling Station Officer, Deputy Polling Station Officer and polling station members on preferential basis. In addition, venerable voters who are included on the voter list of that polling station or naturalized citizens who are from that constituency could also be appointed within the given number of staff.

1.4Reminder: Lessons Learned from the General Elections 2015

- Ensure that voters enter the polling station one by one and in an orderly manner following the queue marked with a string or bamboo sticks. Use a loudspeaker or hand-speaker and give priority in the queue to the elderly, persons with disabilities and women who are pregnant or carrying infants. If the polling station gets overcrowded, ask voters to wait outside until there is more space in the polling station again.
- Remind all voters of the opening hours, that there is sufficient time to vote, and that all voters will be able to cast their ballots.
- Ensure that each ballot box is closed tightly with four seals. Pull the seals as tightly as possible.
- Make sure that each voter's left little finger is inked before leaving the polling station after voting. (If the person does not have a left little finger, any other finger of visible part on the body can be used.)
- Check the left little finger of each voter before entering the polling station to ensure that the person has not voted previously. (If the person does not have a left little finger, any other finger of visible part on the body could be inked.)
- The ink marker has to remember to shake the ink bottle before usage and frequently check that the quantity of ink is sufficient.
- Ensure the voter has adequate secrecy when voting behind the voting booth. Do not allow any disruption which could breach the secrecy of the vote.
- Polling Station Officer (or) Deputy Polling Station Officer has to take off the lid of the stamp before use and keep it in hand at all time.
- Ensure accuracy when filling in Form (16) (Results Form).
- Ask candidate agents, polling station agents/assistants to not wear badges, caps or T-shirts supporting a candidate or a party.
- Provide full assistance to voters with disabilities and in need of assistance. Be aware that providing assistance should not interfere in the secrecy of the vote.
- Polling station members need to make sure all voters follow the polling procedures. Ensure that polling station results form, Form (16), are visibly displayed at polling station after the counting.
- Ballots which were stamped more than one time for the same candidate and where the intent of the voter is clear that he/she voted for that candidate, shall be considered as valid.

1.5 Duties and Responsibilities of Polling Station Officer and Members

(a) Polling Station Officer

1. Obtains the credentials from the related township sub-commission.
2. Asks for instructions by ward/village tract sub-commissions.
3. Receives necessary polling material for the polling station in coordination with ward/village tract sub-commissions. Checks whether the received ballot booklets are correct for the respective Hluttaw and constituency where the polling station is situated.
4. Prepares the relevant UEC forms carefully.
5. Makes sure related election laws, by-laws, working guidelines, instructions, announcements and Polling Station Officer, Deputy Polling Station Officer, and polling station member's manual for the 2017 By-Elections are ready to be used.
6. Prepares for the opening of the polling station.
7. Checks whether the ballot boxes are sealed on four sides tightly.
8. Instructs the polling station members clearly about their duties and responsibilities.
9. Distributes the relevant polling materials to different polling members as required.
10. Announces the opening of the polling station at 6 am sharp.
11. As soon as the polling station opens, the Polling Station Officer assigns Deputy Polling Station Officer remove the stamp covers and keeps them at all times.
12. Places the ballot boxes where they can be clearly seen by the Polling Station Officer after sealing them securely as per instructions.
13. Maintains order at the polling station, permits eligible voters to enter and conduct the poll in a free and fair manner.
14. Arranges required assistance in advance for the voters who are not physically able to cast the ballot paper into the ballot box without assistance.

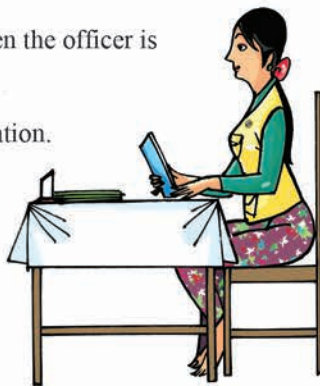


Remark

- In the event that a person acts indecently or if a person does not follow the instructions of the Polling Station Officer, the Polling Station Officer can instruct the police or the security personnel appointed by the ward/village tract sub-commission or one of the polling station members to remove this person immediately from the polling station.
- This authority should not be used to obstruct an eligible voter from voting.

(b) Deputy Polling Station Officer

1. Arranges a meeting with the polling station members to coordinate their work before the By-Election Day.
2. Explains and instruct the polling station members on their duties according to the election laws, by-laws, working guidelines, instructions and the Polling Station Officer, the Deputy Polling Station Officer and the polling station members' manual for the 2017 By-Elections.
3. Is ready to assist the Polling Station Officer in all tasks to ensure free, fair and transparent elections.
4. Checks the page number and total number of pages of the voter list, and the serial numbers of the voters.
5. Assigns the polling station members to their designated area.
6. Assigns individuals, who are allowed access to the polling station, to their respective areas.
7. After showing the empty ballot boxes to all present in the polling station, including the polling station members and polling station agents, seals the ballot boxes as instructed and place the ballot boxes at the designated area.
8. Regularly checks the surroundings of the polling station to ensure security.
9. Regularly checks behind the voting screens to ensure that there is a sufficient number of voting stamps. Makes sure that the cover of the stamp is removed and ready to be used.
10. Performs the duty of the Polling Station Officer when the officer is absent.
11. Arranges to get required materials for the polling station.



(C) Voter List Checker

1. Checks the voter list to see if it is for the correct Hluttaw election.
2. Checks the page number and total number of pages of the voter list.
3. Checks the serial numbers of the voters on the voter list.
4. Checks that the voter list for advance voters, who have already cast their ballots, has been marked on the voter list.
5. Instructs the voter to sign on his/her name on Form (1) after checking the voter list.
If a voter cannot sign, allow thumbprinting of his/her left thumb.

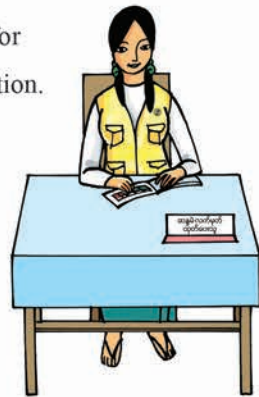
**Remark**

In the event that an eligible voter who is outside of the respective constituency or out of the country with the permission of the government returns to the respective polling station on By-Elections Day, the following applies: if the voter appears at a polling station during the opening hours and can show a certificate of evidence from the respective Head of Department or Commander of military unit or an authority from the Embassy or Consulate that he/she has not cast the vote, proceed with the instructions of the Polling Station Officer.

6. Reports to the Polling Station Officer immediately if the voter 's personal information does not match the information on the voter list.
7. Prevents, under any circumstances, a person who comes to vote for someone else.
8. Reports to the Polling Station Officer immediately if a person attempts to get a ballot paper pretending to be someone else.
9. Reports to the Polling Station Officer immediately if a person who comes to vote is suspected of not being that voter.
10. Hands the voter list to the Polling Station Officer after the voter list inspection has been completed; and asks the Polling Station Officer to sign on the back page of the **Appendix (B): Form to use when the voter lists are handed over to the Voter List Checker by the Polling Station Officer.**
11. The Voter List Checker shall not hand his/her duties over to any other person without permission from the Polling Station Officer.

(d) Ballot Paper Issuer

1. Checks whether the received ballot booklets are correct for the respective Hluttaw and constituency of the polling station.
2. Checks whether the received ballot booklets have the correct number of pages of ballot papers.
3. Checks whether the received ballot papers are signed by the Polling Station Officer.
4. Before issuing the ballot paper, and after checking that the eligible voter's name and serial number are correct, registers these on the counterfoil of the ballot paper. Lets the eligible voter sign/thumbprint on the counterfoil, and then gives the ballot paper to the voter. The serial numbers of ballot booklet and ballot paper have to be written down on the counter foil. (For instance, 3/15 stands for ballot paper 15 from the ballot booklet number 3.)
5. Tears ballot papers in sequential order.
6. Assists the voters, who cannot read and/or write, to clean their hand with a cloth as their hand is stained with ink due to the inked thumbprint signature.
7. Is careful not to inadvertently issue more than one ballot paper.
8. Does not issue ballot papers that are already stained or torn and reports to the Polling Station Officer.
9. Checks whether the number of ballot paper issued and the remaining ballot paper is consistent with the number of voters who have already cast their ballots. Reports to the Polling Station Officer immediately if there is any discrepancy.
10. Hands over the voter list and remaining ballots after checking, to the Polling Station Officer when the polling hours are over. Asks the Polling Station Officer to sign on the back of Appendix (C).
11. The Ballot Paper Issuer is not allowed to hand over his/her duties to any other person without permission from the Polling Station Officer.



(e) Polling Station Security

1. Assists the voters to ensure they can enter and exit the polling station in an orderly manner and ensures that voting will be completed within the polling hours
2. Checks if the ballot boxes have slots that are large enough for ballot papers to be put through.
3. Checks if the ballot boxes are placed systematically at their designated areas.
4. One Polling Station Security checks at the entrance that the voters little finger is not already inked. The second Polling Station Security ensures that voters, who have cast their ballots are ink-marked on their little left finger prior to exiting the polling station.
5. Together with Deputy Polling Station Officer, assists voters who are not physically able to cast his/her ballot without assistance.
6. Reports to the Polling Station Officer immediately in case the ballot box is being unlawfully taken away or ballot papers inside the boxes are damaged or lost due to an intentional or unintentional act.
7. Checks if the voter inserts the ballot paper into the ballot box. Reports to the Polling Station Officer immediately if a voter is found taking the ballot paper out of the polling station without casting it into the box or attempting to tear it and cast it.
8. Reports immediately any suspicious activity to the Polling Station Officer.
9. Coordinates election observers, polling station agents and assistants so they do not disrupt voting.
10. Polling Station Security cannot handover his/her duties to any other person without permission from the Polling Station Officer.



Remark

Have two Polling Station Security assigned at the entrance and exit of the polling station to check that voters have been ink marked.

(f) Ink Marker

1. Acquires the ink-pot from the Polling Station Officer before the polling station opens.
2. Remembers to shake the ink bottle before usage and frequently checks that the quantity of ink is sufficient.
3. Asks voters leaving the polling station whether they have finished voting for the respective Hluttaw elections.
4. Ensures the voter dips his/her left little finger into the ink-pot after casting their votes.

(If the person does not have a left little finger, any other finger can be used.)

5. Collects the voter identification slip from the voter after the voter has cast his/her votes.

**Remark**

In the event that a polling station member needs to use the restroom, the Polling Station Officer will assign a polling station member to take over the duties for the requested amount of time.

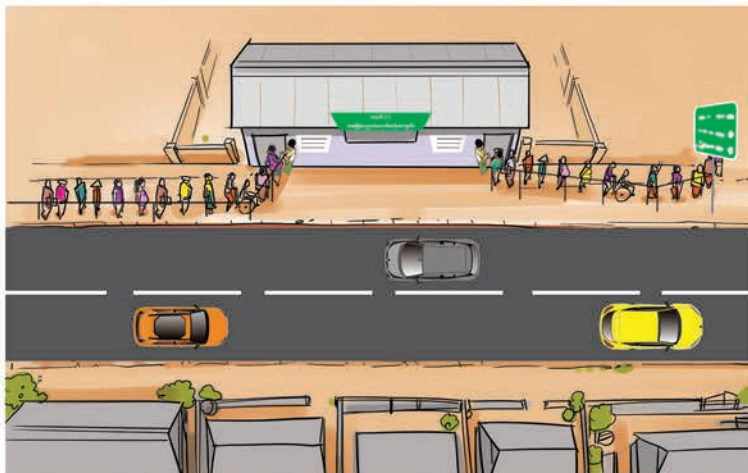
1.6 Location of Polling Stations And Preparations

The UEC will:

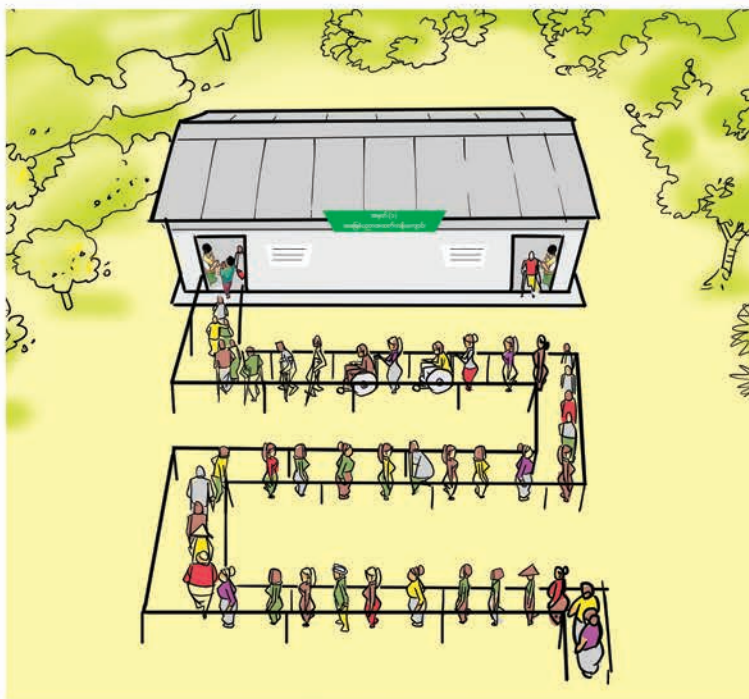
- (a) Based on the number of voters and the geographical situation, identify the number of polling stations at ward/village tract level or designate the township sub-commissions with this task;
- (b) In the event that two Hluttaw elections will be held simultaneously in one polling station, the township sub-commissions may form separate rooms for each Hluttaw election in the polling station, if required;
- (c) Arrangements should be made in advance, to set up the polling stations in secure and accessible locations. **The secrecy of the vote must be guaranteed at all times.** The voters shall be informed of the location of their respective polling stations in advance of By-Election Day;
- (d) The location of the polling station must be easily accessible for people with disabilities;
- (e) Religious premises may not be used as polling stations.



Queue Organization for Polling Station in Small Compound



Queue Organization for Polling Station in Large Compound



1.7 List of People Who are Eligible to Enter the Polling Station

From the opening until the closing of the polling station and the counting process, the following persons will be given access to the polling station:

- (a) Polling Station Officers and Polling Station Members;
- (b) Voters;
- (c) Police officers on duty with the permission of Polling Station Officer or ward/village tract sub-commissions, or those tasked with security by ward/village tract or township sub-commissions;
- (d) In reference to Article 42 of the by-laws, any person chosen by an illiterate voter and/or voter with disabilities to accompany and assist them;
- (e) Members of the UEC and relevant sub-commissions;
- (f) Candidates who contest in the election for relevant Hluttaws, candidate agents and polling station agents/assistants;
- (g) Domestic and international observers accredited by UEC and diplomats.

Remark

If at the polling station the secrecy of vote cannot be guaranteed due to the presence of a high number of candidates and polling station agents/ assistants, the Polling Station Officer may request some agents to arrange their presence in such a way as not to obstruct or endanger the secrecy of the vote.

1.8 The Role of Observers and Candidate Agents, Polling Station Agents/Assistants

Accredited Election Observers have the following rights:

- a. Legal protection and security of the Republic of the Union of Myanmar.
- b. The right to observe and to have access to the information on the election process.
- c. The right to observe voting, vote counting and developing the voting results.
- d. The right to observe in the polling station (report to the Polling Station Officer and comply with his/her arrangement).
- e. The right to use equipment to record the election process (except in the polling station).
- f. The right to freedom of movement in order to conduct their observation in all areas covered by the concerned elections. Exceptions may however apply in locations with special concerns for the security of election observers.
- g. The right to inform each sub-commission and/or Polling Station Officer of polling stations supervising the elections, if an unlawful conduct related to elections is identified.

Accredited Election Observers have the following duties:

- a. To respect and acknowledge the sovereignty of the Republic of the Union of Myanmar and to follow its Laws, Rules, Regulations, Orders, Notifications, Instructions and the Code of Conduct for Election Observers;
- b. To report to the UEC and each concerned sub-commission;
- c. To display the observer identification badge at all times visibly while observing.
- d. To bear all the costs of observation;
- e. To respect the role, rank, duty, and authority of electoral officials;
- f. To respect local customs and culture;
- g. To observe transparently and without bias;
- h. To ensure that the electoral information reported by the Election Observation Organization is accurate;
- i. To submit a final report of electoral observation to the UEC.

Remark

The election observers who have attained a letter of accreditation shall abide by the code of conduct for election observers provisioned by the UEC.

Issues Related to By-Elections And Polling

Candidate Agents, Polling Agents/Assistants have the following rights:

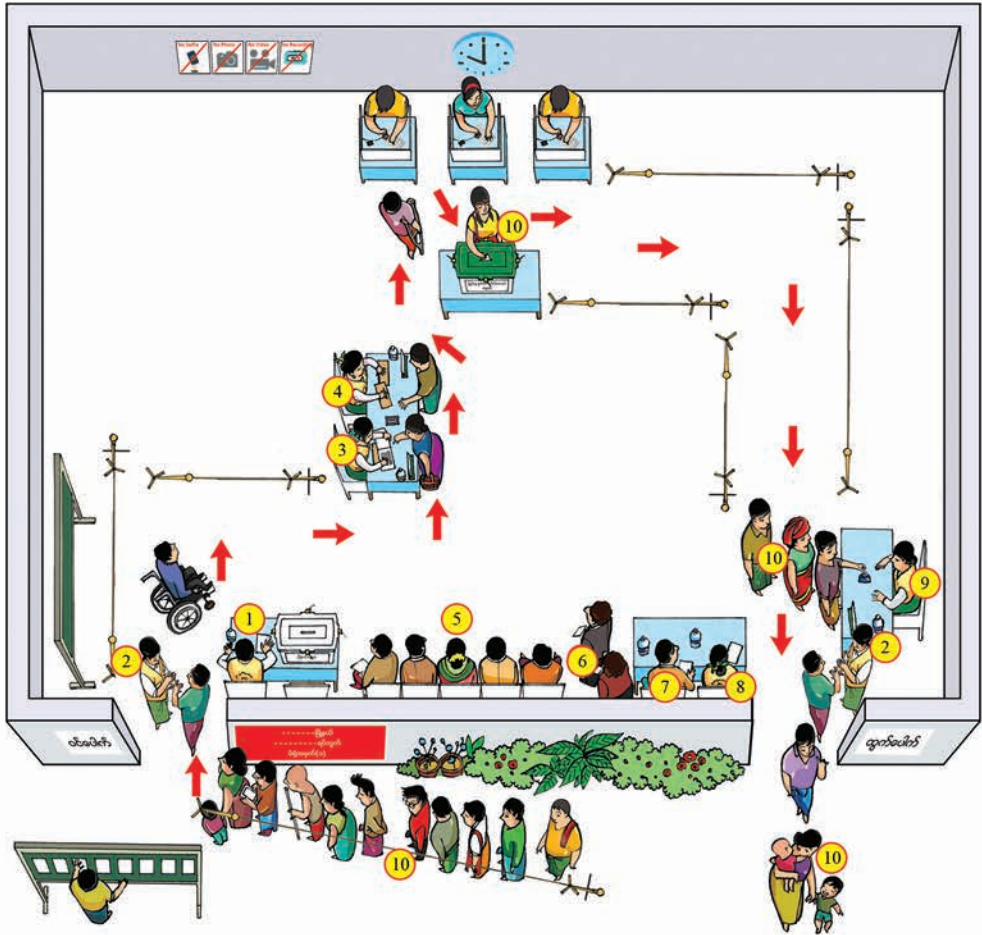
- a. Before the voting commences, the Candidate Agent has the right to make sure that all equipment and supplies are present and that voters will be able to vote in secret.
- b. The Candidate Agent has the right to monitor all phases of the voting and counting process. (The Candidate Agent also has the right to receive copies of the voter list).
- c. As candidate agents provide information about the conduct of the election to the candidates, a candidate agent has the right to observe and take notes. Candidate agents can participate in counting votes and take notes what he/she observed during the electoral process.
- d. The Candidate Agent has the right to raise objections and obtain clarifications from polling station officials. The Candidate Agent is the only partisan observer who has the right to make such complaints in the polling station on By-Election Day. The Candidate Agent has the right to file a complaint to the Polling Station Officer and to other election authorities and the UEC, as well as inform the candidate if they believe that they observed irregularities at a polling station.

Candidate Agents, Polling Agents/Assistants have the following duties:

- a. The Candidate Agent is responsible for understanding and respecting the relevant election regulations and procedures.
- b. Candidate Agents must be courteous and peaceful in carrying out their duties and must not disrupt or interfere with the voting process. If the Candidate Agent has a disagreement with the Polling Station members, the Candidate Agent has the right to complain, but not the right to disrupt voting. The Candidate Agent may not attempt to influence voters in any way.

1.9 Layout and Preparation of the Polling Station (for By-Elections only)

(a) Polling Station Layout





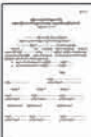

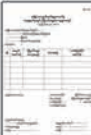

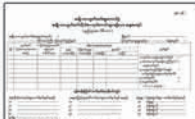


- | | |
|--|--|
| 1. Polling Station Officer | 6. Domestic/International Observers |
| 2. Polling Station Security | 7. Ward/Village tract sub-commission members |
| 3. Voter List Checker | 8. Deputy Polling Station Officer |
| 4. Ballot Paper Issuer | 9. Ink Marker |
| 5. Candidate/Candidate Agent/
Polling Station Agent/Assistant | 10. Voters |

(b) Preparations






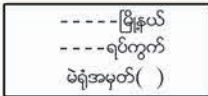





1. Obtaining the credentials from the related township sub-commission.
2. Coordinating with the ward/village tract sub-commission to identify the polling station.
3. Checking the security situation of the polling station and that all polling station material is available.
4. Posting the respective polling station number sign board visibly at the polling station.
5. Ensuring that elderly people, people with poor health, people who are illiterate and/or voters with disabilities have easy access to the polling station.
6. Ensuring that the proper arrangement for queuing is made by using bamboo stick or a string inside or outside of the polling station.
7. Ensuring that security officers arrive at the polling station before opening and assist the voters in queuing when the voting starts.
8. Cooperating with the ward/village tract sub-commission to receive all necessary polling station material.
9. Preparing all necessary steps required in case of a possible substitutions/replacements of the Deputy Polling Station Officer and/or polling station members.
10. After obtaining the polling station material, the Polling Station Officer must check the material and place these at their designated areas.

1.10 Checklists**1.10.1 Required paperworks and materials for the Polling Station**

Voter List		✓
Ballot Papers & Counterfoil		✓
Stamp		✓
Voting Screens		✓
Bamboo Stick, String		✓
Handkerchief		

Ballot Boxes		✓
Tally Paper Sheet		✓
Form (11) (Count and Check the Ballot Papers)		✓
Form (12) (Report Summary of the Changes made on the Voter List)		✓
Form (13) (Advance Voters)		✓
Form (14) (Objected Votes)		✓
Form (16) (Votes Received per Candidate)		✓
Form (16-1) (List of unused Ballot Papers)		✓
Form (17), (Invalid Vote)		✓

Issues Related to By-Elections And Polling

UEC Working Guidelines (Appendix B, C, D)		✓
Ink Pad		✓
Seals		✓
UEC Stamp and Sealing Wax		✓
Candle and Lighter		✓
Polling Station Number		✓
Pens (only black and blue)		✓
Tamper Evident Bags		✓
Ruler (Tear the Ballot Paper of Counterfoil)		✓
Baskets (Sort and Count the Ballot Papers)		✓
Ink Pot (Ink Mark to prevent voting another time)		✓

1	Obtain from the respective ward/village tract sub-commission one (1) set or two (2) sets of voter lists for the Pyithu Hluttaw, Amyotha Hluttaw, State/Region Hluttaw in Form (1).	✓
2	Check there are sufficient stamps and if necessary request for more stamps.	✓
3	Check if the slot of the ballot box is large enough for the ballot paper. NOTE: If the slot is too wide or too narrow, it must be reported to the ward/village tract sub-commission and repaired immediately.	✓
4	Ensure that each ballot box is empty before sealing. Show the empty boxes to all polling station members, polling station agents and witnesses at the polling station and place it in a visible location after sealing it as instructed. Allow observers and agents to record the seal serial numbers.(See 3.2)	✓
5	Sign the ballot papers in advance after determining the number of voters for the polling station. NOTE: As ballot papers that do not have a signature of the Polling Station Officer are considered as invalid votes, it is important to make sure his/her signature is present. Also, the voters and the ballot paper issuers should be checking the presence of the Polling Station Officer's signatures.	✓
6	Hand out booklets of ballot papers of the respective Hluttaw Election to each Ballot Paper Issuer by filling out Appendix (C).	✓
7	Provide one set of the voter list to each of the Voter List Checkers (one for each election) along with the signed Appendix (B).	✓
8	Mark the names of advance voters listed in Form (13), received from ward/village tract sub-commission before the opening of the polling station, in the voter list as they have already voted. Post one copy of Form (13) at the polling station.	✓
9	Synchronize the Polling Station Officers watch with the Myanmar standard time.	✓

1.10.2 Official Forms for Polling and Counting

Form (1)	To obtain two sets of voter lists which include three forms, Pyithu Hluttaw, Amyotha Hluttaw, and State/Region Hluttaw from the ward/village tract sub-commission.	✓
Form (8)	Appointment Letter for polling station agents/assistants to be signed and counter-signed in front of the Polling Station Officer and kept by the Polling Station Officer.	✓
Form (8-A)	Cancellation Form for appointment as polling station agents. To be signed by political party candidate.	✓
Form (11)	Record of number of ballot papers received before opening the polling station. Form to be signed by Polling Station Officer in front of the polling station members before opening the polling station.	✓
Form (11-B)	List of Ballot Booklets distributed to the Polling Station Officer by ward/village tract sub-commission. Each booklet will consist of 50 ballot papers. In the case that more ballot papers are requested, the polling station members will receive a full additional booklet, (example: for 305 voters: the Polling Station Officer will receive 7 booklets and for 355 voters: the polling station receives 8 booklets).	✓
Form (12)	Corrections to the Voter List and its summary.	✓
Form (13)	<p>List of Advance Voters Inside Constituency. Before the opening of the polling station, the relevant ward/village tract sub-commission shall receive the list of advance voters in four copies together with the sealed ballot box with advance votes envelopes inside, according to the election by-laws Article 51(G) and when deposited with the Polling Station Officer, Form (13) will need to be signed.</p> <p>One copy of Form (13) : Posted at the polling station One copy of Form (13) : For the Polling Station Officer Two copies of Form (13) : For the ward/village tract sub-commission</p>	✓

Form (14)	List of Objected Votes.	✓
Form (16)	Number of votes received by each candidate for the Hluttaw Elections.	✓
Form (16-1)	List of unused ballot papers for Hluttaw elections.	✓
Form (17)	List of invalid ballot papers for Hluttaws and advance voting at the polling station.	✓
Appendix B	Form to be used when the Polling Station Officer issues the voter list to the Voter List Checker.	✓
Appendix C	Form to be used when the Polling Station Officer issues the ballot papers to the Ballot Paper Issuer.	✓
Appendix D	Log-Form to record an action and/or incident.	✓

2.1 Checklists

2.1.1 By-Election Day Preparation

1	Ensure the polling station is prepared for by-election day.	✓
2	<p>Received the following materials:</p> <ul style="list-style-type: none"> (a) Voter List (b) Ballot Papers (c) Stamps (to mark the Ballot Paper) (d) Voting Booths (e) Ballot Boxes (f) UEC Working Guidelines (Appendix B, C, D) (g) Ink Pad (h) Handkerchief/cloth (prevents staining the ballot papers) (i) Seals with serial numbers (Four for each Ballot Box) (j) UEC stamp and sealing wax (to seal TEBs) (k) Candle and lighter (l) Polling Station Number (m) Pens (only black and blue) (n) Tamper Evident Bags (o) Ruler (tear the ballot paper off counterfoil) (p) Baskets (count the ballot papers) (q) Ink Pot (ink on finger so the voter cannot vote a second time) (r) Stapler and rubber bands, tally sheets, knife and scissors 	✓
3	<p>Whether the following forms have been received or not:</p> <ul style="list-style-type: none"> (a) Form 11 (Count and check the ballot papers) (b) Form 12 (Report summary of the changes made on the voter list) (c) Form 13 (Advance voters) (d) Form 14 (Objection form) (e) Form 16 (Valid votes for each candidate) (f) Form 16-1 (Unused Ballot) (g) Form 17 (Invalid vote) (h) Appendix B (Polling Station Officer issues voting lists to the Voter List Checker) (i) Appendix C (Polling Station Officer hands over ballot papers to the Ballot Paper Issuer) (j) Appendix D (Report an action/incident) 	✓

Preparing for By-Election Day

4	Political Party Agents and their assistants to sign Form (8).	✓
5	Sign Form (11-B) when receiving ballot booklet.	✓
6	Ensure that the number of booklets with ballot papers correspond to the number of voters per polling station.	✓
7	Count for each Hluttaw the number of ballot booklets and record in Form (11).	✓
8	Ensure slot of ballot boxes is large enough for the ballot papers. If it is not, inform the ward/village tract sub-commission.	✓
9	Ensure that each ballot box is empty before sealing them. Show the empty boxes to all polling station members, agents and people at the polling station and place these in a visible place after sealing them, as has been instructed.	✓
10	Obtain one (1) set or two (2) sets of Form (1) for the respective Hluttaw.	✓
11	Obtain four (4) copies of Form (13) by the ward/village tract sub-commission together with a sealed ballot box, which contains the sealed envelopes of the advance votes, as well as a certificate of receipt of advance ballots. The Polling Station Officer will then countersign and accept all four copies of Form (13).	✓
12	Post one (1) copy of Form (13) at the polling station.	✓
13	Return two (2) copies of Form (13) to ward/village tract sub-commission and keep one (1) copy of Form (13) at the polling station.	✓
14	Mark voters from the advance voting list Form (13) on the voter list Form (1) as these individuals have already cast their vote.	✓
15	The Polling Station Officer signs in advance, all ballot papers.	✓
16	Set the clock to the correct Myanmar Standard Time.	✓
17	Give one (1) copy of the relevant Hluttaw Election voter list to each Voter List Checker by using Appendix (B).	✓
18	Give the booklets of ballot papers of the relevant Hluttaw Elections, to the respective Ballot Paper Issuer by using Appendix (C).	✓

2.1.2 Voting for People with Disabilities and in Need of Assistance

Although most voters with disabilities will be able to cast their ballot without assistance, some may need assistance. These voters are entitled to bring into the polling station a person of their choice for assistance. When dealing with voters with disabilities who need assistance from a companion, make sure that you directly address and respond to the voters and not only to their companion.

Requirements at the polling station for voters with physical disabilities



1. Ensure that the polling station is set up in such a way that it has ramps that are close to the ground without much inclination, both at the entrance and the exit, so that people with disabilities can easily access. (Note: to make ramps based on a ratio of 0.3 meters height to 3 meters length)
2. Ensure the entrance and exit of the polling station is wide enough. (Note: At least 0.9 meters wide for the entrance, the exit and the walkways inside the polling station)
3. Put international standardized sign languages and/or pictures at the entrance and exit of selected polling stations.
4. Ensure the height of the voting booths and ballot boxes are accessible for people with disabilities, so that they can easily cast votes without needing assistance from others. (Note: Maximum 0.9 meters (3 feet) height for ballot box and approximately 0.7 meters (2.5 feet) height to voting booth)
5. Ensure that the walkways inside the polling station are wide enough and that there is an even floor so that voters with disabilities can easily access the polling station and cast their vote.

Requirements at polling station for voters with visual impairments

1. When voters with visual impairment come into the polling station, a family member or a person of their choice must be allowed to enter the polling station to assist. Alternatively the polling station members must provide assistance to ensure that visually impaired voters can easily cast their votes.
2. The entry, exit and the inside structure of the polling station must be set up in such a way to ensure that the voters with visual impairment can easily walk and/or move around.
3. Make sure that there are no low hanging objects that someone who is visually impaired could accidentally walk into.
4. If necessary, in cooperation with associations or schools for the blind, braille can be arranged so that voters with visual impairments can cast their votes without any assistance and maintain the secrecy of the vote.



Requirements at polling station for voters with hearing and speaking impairments

1. When communicating with voters with auditory impairments, gently tap on the shoulder or hand.
2. When communicating, sign language and facial expressions shall be used and if needed, written communication can be used.

Requirements at polling station for voters with intellectual impairments

1. Assist voters with intellectual impairment in making sure they are aware of their rights to vote.



2.1.3 Checklist for Access to Voting for People with Disabilities and in Need of Assistance

1.	Ensure that voters who are illiterate, elderly people, people with poor health and voters with disabilities will have the adequate assistance in the polling station. (By-Law, Article 42)	
2.	Ensure that the polling station entrance is at least 0.9 meters (3 feet) wide.	
3.	Prepare ramps for the polling stations.	
4.	Ensure that ramps are based on a ratio of 0.3 meters height to 3 meters length.	
5.	Ensure that the ballot boxes are placed at maximum 0.9 meters (3 feet) high and the voting booth tables are accessible for voters with disabilities.	
6.	Ensure that the interior of the polling station is wide enough and that the walkways between the tables is at least 0.9 meters (3 feet) wide.	
7.	Ensure that all the tables high is approximately 0.7 meters (2.5 feet) and easily accessible for voters with disabilities.	
8.	Ensure paper and pencils are available to be used when communicating with voters with hearing impairments.	
9.	Post in a visible place the vinyl with voting steps adopted by UEC.	
10.	Ensure that the entrance and exit are separate doors and are open when voting.	
11.	Ensure there is sufficient light inside the polling station.	

3.1 Opening of the Polling Station

- Arrive at polling station with sufficient time to set up.
- Prepare ballot boxes.
- Prepare voter lists.
- Prepare advance voting forms.
- Remove the cover from the voting stamps.
- Check to see if the two polling station agents/assistants that are selected by the Hluttaw candidate with Form (8), are wearing the UEC stickers and allow them to enter the polling station.
- Prepare to assist voters with disabilities.
- Prepare to have adequate distance between voting booth and ballot boxes to prevent from overcrowding and maintaining the secrecy of vote. There should be at least 0.9 meters (3 feet) space between polling booth and ballot box. The adequate space between voting booth and the back wall of the polling station should be 0.9 meters (3 feet).
- Prepare to organize the queue before opening the polling station.
- Open the polling station at 6am sharp.



Step-by-Step Voting Process

1. Entering the polling station, the Polling Station Security checks the left little finger for ink.
2. Each voter who is voting for the respective Hluttaw election, may show the voter identification slip to the Voter List Checker.
3. The Voter List Checker will counter check the voter list and voter's name, and if correct, the voter will sign or thumbprint after his/her name. In the event that the information of the voter does not match the one on the voter list and if the voter can prove his/her information to be correct, corrections will be made on the voter list and the voting will be allowed.
4. Before the Ballot Paper Issuer hands the ballot paper to the voter, he/she will sign on the section of the counterfoil of the ballot paper. If not able to sign, the voter is asked to thumbprint. The voter will also need to check the presence of the signature of the Polling Station Officer and if the signature is missing, notify the Ballot Paper Issuer and receive a new ballot paper.

- The voter proceeds to the voting booth to vote. There, the voter takes the uncovered stamp and stamps on the allocated space on the ballot paper of the candidate of the voter's choice.

Remark - To ensure valid votes, please refer to Section (6.2)



- After casting the vote, the voter will fold the ballot paper and place it in the respective Hluttaw Election ballot box.
- If the voter has to cast votes for two Hluttaws, he/she has to follow the same steps as step 2 to step 6.
- Check that candidate agent and polling agent/assistant are not wearing the Party clothes with party logo and colour.
- After casting all the votes, the voter proceeds to the Ink Marker and dips the left little finger in the ink pot. If applicable, the voters returns the voter identification slip to the Ink Marker.

Ballot Boxes



Do's for Polling Station Members

- Obtains the credential from related township sub-commission.
- Follows the procedure carefully and acts with integrity.
- Sets the clock to the correct Myanmar Standard Time.
- Allows the people who have permission and the accredited observers to enter the polling station and plans ahead of time for no disturbances to occur during the voting process.
- Interacts with voters respectfully.
- Ensures those who are eligible to vote enter the polling station systematically and queue in line while waiting to cast their votes.
- Assists voters who are having difficulty with the voting process.
- Obtains ballot booklets according to the different Hluttaw Elections.
- Obtains enough stamps with the engraved mark. (✓)
- Ensures ballot papers are signed by the Polling Station Officer according to the number of voters.
- Prepares for easy voting access for elderly people, voters in poor health, voters with disabilities and voters who are illiterate. Does not interfere in the secrecy of the vote.
- Treats people equally without any discrimination against their religion or ethnicity.



Dont's for Polling Station Members

- Does not treat voters disrespectfully.
- Does not keep the voters waiting for a long time.
- Does not edit or make changes to the voter list.
- Does not allow people without accreditation to enter the polling station.
- Does not cause dispute which could cause disturbance during the voting process.
- Does not treat people unequally based on their religion or ethnicity.



3.2 Closing and Opening of the ballot box

Sealing the ballot box before 6 am

1. Show the empty ballot box before sealing it.
2. Close the lid of the ballot box.
3. Show the UEC logo and the serial number of the seals to the present observers and polling station agents and allow them, if requested, to note down the serial number.
4. On the four top-ends of the ballot box that have a hole, push the tail end of the seal from downward to upward through the hole of the lid and the ballot box. Make sure that the side of the seal with the serial number points towards the outside.

5. Insert the pointed tail end of the seal into the hole in the seal, as shown on picture 2. Pull the pointed end of the seal until it fixes tightly around the hole and the seal is secured. Ensure that the seal is tight and that the lid of the ballot box cannot be removed, or opened even slightly.



6. Make sure all four holes on the sides of the ballot box are sealed tightly.



Opening the ballot box after 4pm

1. After the polling station is closed at 4 pm the counting process starts. Reopen the ballot boxes in front of polling station members, witnesses, voters, observers and political party agents.
2. Before breaking the seals, show the serial number of the seal to all present in the polling station and ask them to check and confirm.
3. Break the seal tags to open the ballot box, by holding the seal in one hand and pulling the ledger in the opposite direction with the other hand. Use scissors or knife in case the seals do not open.



3.3 Checklists







No	Subjects	
1.	Ensure that the voters queue orderly while waiting to cast their vote and enter the polling station systematically.	✓
2.	If the polling station is overcrowded, let the voters outside queue orderly until the number of voters inside the polling station decreases.	✓
3.	Ensure that the left little finger of the voters that have cast their votes is inked to ensure that they cannot vote again.	✓
4.	Make sure the following is recorded in Appendix D: <ul style="list-style-type: none"> • Opening and closing time of polling station; • Any incident/irregularities; • If ballot papers are missing from the ballot box, then the respective Hluttaw Election will be considered as cancelled and this shall be reported to the township sub-commission through ward/village tract sub-commission immediately. This incident will be recorded in detail on Appendix (D). 	✓
5.	If the ballot is teared or stained before stamping, issue a new ballot and record the number of spoiled ballot in Form (16). The incident shall be recorded in Appendix D and the spoiled ballot must be kept securely as evidence.	✓
6.	In the event that a person is trying to impersonate somebody else or voting on somebody else's behalf, follow the detailed instructions given in section 5.2 of this manual.	✓
7.	In the event that a voters name and/or details on the voter list are incorrect, the Polling Station Officer shall allow the individual voter to vote, if another person takes the responsibility to verify the person concerned, and shall correct the wrong, incomplete or conflicting information on the voter list. The name and details of the concerned voter shall be reported in Form (12).	✓
8.	To check on a regular basis the number of people who have already voted and the number of unused ballot papers, and report the information in Appendix (D).	✓
9.	In the event of any disruption of the voting process the Polling Station Officer will report it immediately to the ward/village tract sub-commission.	✓


4.1 Closing the Polling Station



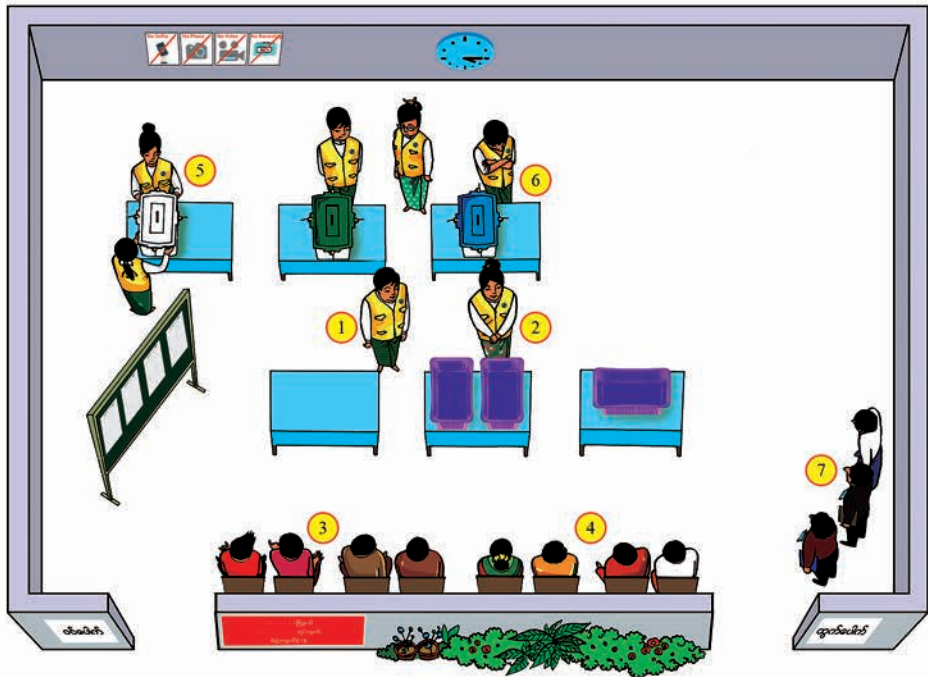
- ➡ Polling station must be closed exactly at 4pm.
- ➡ Check if there are people in the vicinity of the polling station that are queuing up to vote and if required make a list and allow these people to vote.
- ➡ In the event that **all voters** at the polling station have cast their ballots before 4 pm, the polling station can be closed early.
- ➡ When the polling station is closed, this must be officially announced.

No	Subjects	
1.	If there are extra ballot papers previously signed by the Polling Station Officer, unused ones must be cancelled by crossing from top to bottom.	✓
2.	Prepare the number of baskets for collecting the counted votes.	✓
3.	Verify the number of used and unused ballot papers.	✓
4.	Count the ballot paper of the respective candidate and insert a serial number on each ballot paper.	✓
5.	Add the advance votes received under each candidate and report this on Form (16). Write the total number of votes each candidate received in numerical form and in words. Make five (5) copies of Form (16) respectively.	✓
6.	Ensure that Form (16) must be signed by four (4) polling members including the Polling Station Officer, four (4) party agents and at least four (4) public witnesses. Observers are not allowed to act as witness. List the name of 10 witnesses that are present at the end of the counting process on the back of Form (16).	✓
7.	Make five (5) copies of Form (16) and send one (1) copy to Township Sub-Commission and two (2) copies to Ward/Village tract Sub-Commission, post one (1) copy at polling station and keep one (1) copy for Polling Station Officer.	✓

No	Subjects	
8.	Number and record each invalid vote in Form (17) including the reason for invalidity and ensure Polling Station Officer signs the forms.	
9.	<p>Upon completion of the count, insert all votes and advance votes into tamper evident bags and seal these properly.</p> <p>Ensure that political party agents are allowed to seal the bags, if requested.</p> <p>Write clearly on each tamper evident bag:</p> <ul style="list-style-type: none"> • Name of candidate • Name of constituency • Name of ward/village tract • Number of polling station 	
10.	<p>Put all invalid votes in a separate tamper evident bag and seal these properly. Ensure that political party agents are allowed to seal the bags, if requested.</p> <p>Write clearly on each tamper evident bag:</p> <ul style="list-style-type: none"> • Name of constituency • Name of ward/village tract • Number of polling station 	
11.	Put each bag of ballot papers, advance ballot papers and invalid votes in one large tamper evident bag.	
12.	<p>Insert all unused ballot papers, receipts, Form (16-1), voter lists, receipts of advance ballot papers, Form (17) in one separate tamper evident bag and seal properly. Ensure that political party agents are allowed to seal the bags, if requested.</p> <p>Write clearly on each tamper evident bag:</p> <ul style="list-style-type: none"> • Name of constituency • Name of ward/village tract • Number of polling station 	
13.	Insert all the bags in one final large tamper evident bag. The Polling Station Officer will then seal the bag. Ensure that political party agents are allowed to seal the bags, if requested. Write clearly on the final tamper evident bag: name of ward/village tract and the polling station number.	

No	Subjects	
14.	<p>The Polling Station Officer will have to submit the large tamper evident bag together with Form (16) envelopes to the respective township sub-commission swiftly.</p> <p>If the situation does not allow sending, due to natural disaster or security, the tamper evident bag and forms should be sent to the ward/village tract sub-commission.</p>	

4.2 Counting the Votes on the Election Day at the Polling Station



- | | |
|-----------------------------------|--|
| 1. Polling Station Officer | 5&6. Polling Station Members |
| 2. Deputy Polling Station Officer | 7. Domestic/International Observers & Polling Agents |
| 3&4. Witnesses | |

- Ensure that accredited domestic and international observers as well as polling agents are allowed to observe the counting process.
- Place tables in the middle of the polling station for the count. Place the board close to the counting table to record the votes.
- Ballot papers that were previously signed by the Polling Station Officer and unused must be cancelled by crossing from top to bottom. Record this in Form (16-1).
- Start counting the advance voting, followed by respective Hluttaw.

Sample steps of Filling out Form (16)

If the figure of votes counted in polling station is as follows...

Number of ballots issued to polling officer by Ward/Village Sub-UEC = 1600 ballots
 Number of ballots polling station officer have handed to ballot issuers = 1550 ballots
 Number of ballots issued to Voters in the polling station = 1520 ballots

Please put the figures as follows accordingly in Form (16)

Pyithu Hluttaw Election

List of Votes won by Candidates for Pyithu Hluttaw

[Bylaw 66(C)]

Township
 Ward/ Village-tractPolling Station No. ()

Amyotha Hluttaw Constituency No. ()
 Region/ State

No	Candidate Name	Representing Party/ Private	Ballot Papers	Number of Valid Votes		Remark
				Advance Ballot Papers	Total In Letter	
1	Mr Green	A	168	9	177	1. Issued Ballot Papers = 1520 2. Advance Ballot papers taken from the ballot box = 28 3. Counted Valid Advance ballot paper and the total number of ballot counted (Valid votes) = 1520 4. Total number of invalid votes = 27 5. Total number of lost votes = (1+2 = 3+4+5)
2	Mr Red	B	1330	13	1343	One hundred and seventy seven One thousand three hundred and forty three
3	Mr White	C	1	1	1	one

Votes cast at polling station

Advance Votes

I ratify that the statement is correct.

number of ballots Mr. Green

Name/Signature of Polling Station Agents

1.
2.
3.
4.

Name/Signature of People who witness

1.
2.
3.
4.

Name/Signature of Polling Station Officer/Members

1. PS Officer
2. PS Member
3. PS Member
4. PS Member

Remark: If one fails to ratify in this Form, it shall be one's responsibility.

4.3 Consolidation of Results

Write the total number of votes each candidate received in numerical form and in words. Ensure by the end of the count Form (16) has to be signed by: four (4) polling station members including the Polling Station Officer, four (4) polling station agents/assistants and at least four (4) public witnesses. List the names of ten (10) witnesses at the back of Form (16) and make five copies of it. Send the copies as follows:

- One copy : Township sub-commission
- Two copies: Ward/village tract sub-commission
- One copy : Posted at polling station.
- One copy : For Polling Station Officer

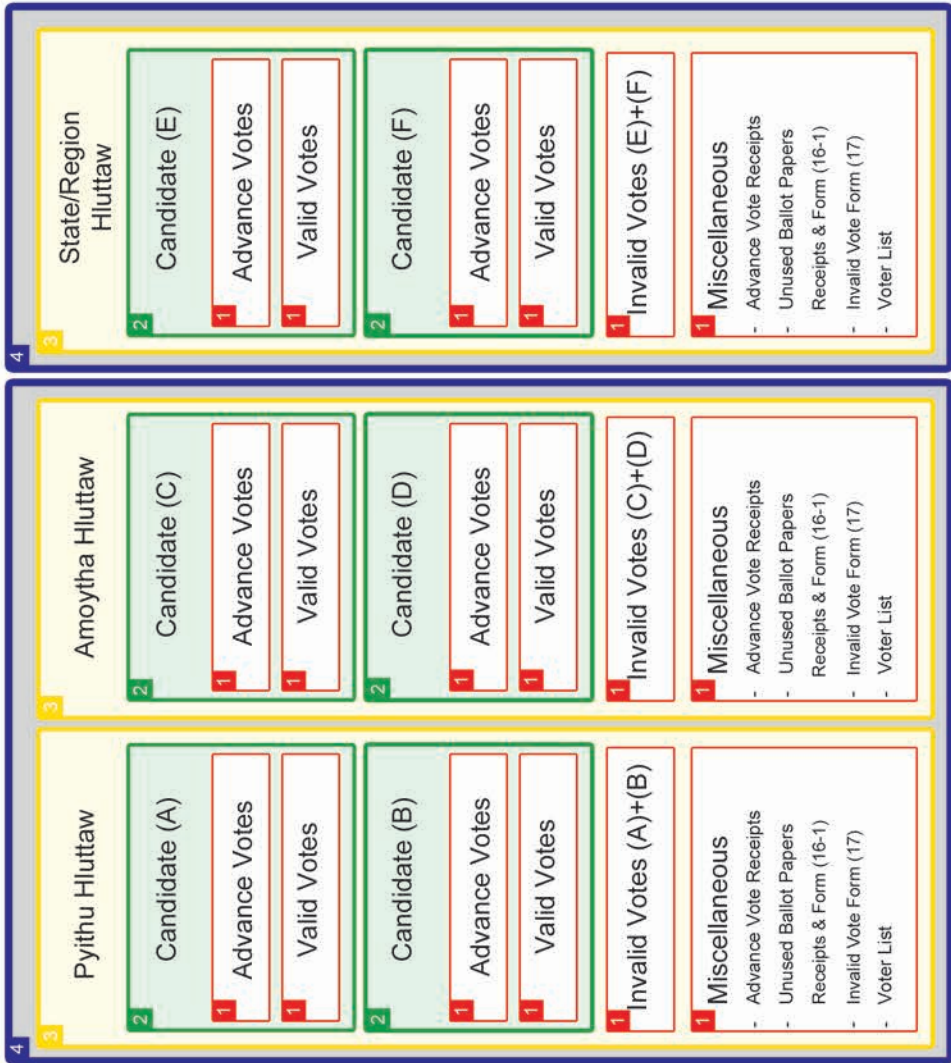
4.4 Procedures after Counting

After counting the ballot papers, the following things must be done:

- (1) Upon completion of the count, insert all valid ballot papers and valid advance vote ballot papers into tamper evident bags and seal these properly.
- (2) Write clearly on each tamper evident bag:
 - Name of candidate
 - Name of constituency
 - Name of ward/village tract sub-commission
 - Number of polling station
- (3) Put all the invalid votes in a separate tamper evident bag and seal these properly.
- (4) Write clearly on each tamper evident bag:
 - Name of constituency
 - Name of ward/village tract sub-commission
 - Number of polling station
- (5) In a separate tamper evident bag, insert:
 - valid ballot papers for each candidate
 - valid advance ballot papers for each candidate
- (6) The following things must be put into separate bags. After that, they must be put into a big bag.
 - Unused ballot papers, receipts and Form (16-1)
 - Voter List used in the Polling Station
 - Receipt of advance ballot papers
 - Form (17) of invalid votes
- (7) Insert in one final large tamper evident bag:
 - Tamper evident bags containing the ballot papers, advance ballot papers and invalid votes
 - Tamper evident bag containing unused ballot papers, receipts and Form (16-1), voter lists used at the polling station, receipts of advance ballot papers, Form (17)
- (8) Send the final large tamper evident bag and Form (16) to the township sub-commission after counting.
- (9) If the situation does not allow sending, due to natural disaster or security, the tamper evident bag and forms should be send to the ward/village tract sub-commission.
- (10) In the event of irregularities, report it to the ward/village tract sub-commission and ask for instructions.

Tamper Evident Bags & Sealing Procedure





5.1 By-Election Day Security

- ➔ In the event that a ballot box is taken away illegally, stolen or damaged or if the votes are lost or damaged, report it to the Polling Station Officer.
- ➔ In the event that a person takes a ballot paper, without placing this into the ballot box, or if a person damages a ballot paper, report it to the Polling Station Officer.
- ➔ Any irregularity, which could interrupt the voting process, should be reported to the Polling Station Officer.
- ➔ Coordinate the observers groups.
- ➔ Check that those who have voted, have the left little finger inked.



5.2 Critical incidents

- The Polling Station Officer shall report any irregularities to the ward/village tract sub-commission if it may affect the fairness of the poll. He/she can request assistance immediately from the ward/village sub-commission upon occurrence of irregularity/ies.
- In case of natural disaster or security concerns preventing the voters from casting their ballot, immediately report to the township sub-commissions through the ward/village tract sub-commission.
- In the event that polling is stopped or interrupted, the Polling Station Officer must seal the ballot box and transport it to the township sub-commission. The votes will be counted at the township sub-commission. Record the votes in Form (16), which should be signed by the relevant people. Hand over the forms to the township sub-commission.
- In the event that a ballot box is taken away illegally, stolen or damaged or if the votes are lost or damaged, voting must be stopped and declare elections as null by the Polling Station Officer. Declaration of void/null election should then immediately be reported to the ward/village level sub-commission.
- Not to allow someone to impersonate a voter for voting. If the impersonating voter is illiterate, let him/her thumbprint and if the voter cannot follow this regulation, record the event and the decisions on the objection Form (14).
- In the event that a voters name and/or details on the voter list are incorrect, the Polling Station Officer shall allow the individual voter to correct the wrong, incomplete or conflicting information on the voter list and to vote. The details shall be reported in Form (12).
- During polling, only those people that have the right and are listed in section 1.7 of this manual should be allowed to access the polling station.
- If a person acts illegally at the polling station, he/she will be immediately removed from the polling station.
- Polling Station Officer may also refer an alleged violator to the police or security on duty and instruct to arrest someone who has committed a crime.
- The Polling Station Officer and polling station members shall not add new voters to the voter list.
- If undisciplined behavior is observed/reported within 500 yards from the polling station, it must be reported to the ward/village tract sub-commission quickly.

Remark

The Polling Station Officer is encouraged to remedy irregularities by themselves before requesting support from the police and/or security.

6.1 Regulations to Follow

Ethics to be followed by the Polling Station Officer and the polling station members;

1. Record and account on By-Elections must be made in a precise manner and stored safely.
2. Ensure the secrecy of the vote at all times.
3. Disseminate the information that the UEC has allowed.
4. Be non-partisan and do not campaign for any candidate, do not be biased and demonstrate impartiality by treating all voters equally.

6.2 Specifications of Valid and Invalid Votes and Examples

Valid Votes

- Ballot paper that is stamped on the allocated stamp area for only one candidate.
- Ballot paper that is stamped on the allocated stamp area for only one candidate, but the stamp is pointing in different directions such as correct direction or reversed direction.
- If a ballot paper is stamped on the allocated stamp area but two candidates are marked, the ballot paper is defined by the more or less number (5 out of 9) of the grid blocks.
- Ballot paper that is stamped only once not on the allocated stamp area but on either respective candidate's name or representative party/logo.
- Ballot paper that has been stamped only for one candidate but only a few parts of the grid blocks of the stamp fall into the allocated stamp area and the rest are outside of the area (less than 3 out of 9).
- Ballot which is stamped for only one candidate more than one time and the intent of the voter is clear that he/she voted for that candidate. (at least 5 blocks out of 9 of those stamps are in the row of that candidate. Eg. See ballot No. 13 on page 51).

Consideration is given if the intent of the voter is clear; however, polling station members need to remind as often as possible the voter to stamp the candidate of choice only one time.

Remark

Ballot Papers which have a mark from the printing will be considered as valid.

Invalid Votes

- Ballot paper, although stamped on the allocated stamp area, but the grid blocks of the stamp cover two candidates evenly.
- Ballot paper, which is completely stamped outside the allocated stamp area, respective candidate's name or party logo.
- Ballot paper where more than one candidate has been stamped either on the allocated stamp area or candidate names or party logos.
- Torn or damaged ballot paper.
- Ballot paper without any stamp on it.
- Ballot paper without the signature of the Polling Station Officer.
- Ballot paper that has been marked.
- Ballot paper which is stamped more than one time and it is clear that the voter has voted for two candidates. (one stamp is in the row of a candidate and at least 5 blocks out of 9 of those second or third stamp are in the row of another candidate. Eg. See ballot No. 11 on page 52).



Sample of Valid Votes

The following ballots are identified as valid as the intent of voter is clear that he/she voted for only one candidate.



Sample 1:
Ballot where is clear that only one candidate is stamped



Sample 2:
Ballot stamped for one candidate with the stamp in alternating directions



Sample 3:
Ballot where at least 5 out of 9 grid blocks of stamp are on one candidate



Sample 4:
Ballot that is stamped on the name of one candidate



Sample 5:
Ballot that is stamped on the party logo of one candidate



Sample 6:
Ballot where it is clear that only one candidate is stamped



Sample 7:
Ballot where it is clear that only one candidate is stamped



Sample 8:
Ballot where it is clear that only one candidate is stamped



Sample 9:
Ballot that is stamped more than one time but only for one candidate



Sample 10:
Ballot that is stamped more than one time but only for one candidate



Sample 11:
Ballot that is stamped more than one time but only for one candidate



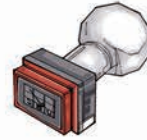
Sample 12:
Ballot that is stamped more than one time but only for one candidate



Sample 13:
Ballot where the first stamp is in the row of a candidate and the second stamp is also in the row of the same candidate

Remark

Above are some examples of valid ballots. Ballots that have the same nature as these samples shall be considered valid.



Sample of Invalid Votes



Sample 1:
Ballot where it is not clear which candidate is stamped



Sample 2:
Ballot where it is not clear which candidate is stamped



Sample 3:
Ballot that is stamped completely outside of the allocated stamp area



Sample 4:
Ballot that is torn



Sample 5:
Ballot without the signature of the Polling Station Officer



Sample 6:
Ballot that is not stamped by the voter.



Sample 7:
Ballot that is stained



Sample 8:
Ballot that is marked



Sample 9:
Ballot that is stamped for more than one candidate



Sample 10:
Ballot that is stamped for two candidates









Sample 11:
Ballot where the first stamp was in the row of a candidate and at least 5 out of 9 grid blocks of second stamp was in the row of another candidate







Remark

Above are some examples of invalid ballots. Ballots that have the same nature as these samples shall be considered invalid.

6.3 Distribution of Duties (Exercise)

Tick who does the following duties:

	(a)  Polling Station Officer	(b)  Deputy Polling Station Officer	(c)  Voter List Checker	(d)  Ballot Paper Issuer	(e)  Ink Marker	(f)  Polling Station Security
1. To accept the appointment letter from the relevant sub-commissions.						
2. To ensure the voters are entering and exiting the polling station correctly and to make sure the voting process finishes within the confined time.						
3. To check the voter does not have an inked finger when entering the polling station.						
4. To note the serial numbers, beginning to end, from the ballot paper receipts in each booklet.						
5. To check for enough voter stamps with the mark (✓) and ask for more stamps according to the number of polling booths.						
6. Keeping an eye on voters for any mischievous behavior with regards to the ballot paper.						
7. If the voter is missing a little finger, to dip one of the other fingers into the ink pot.						
8. To check if the list of advance voter names are marked on the voter list.						






(a)	(b)	(c)	(d)	(e)	(f)
					
Polling Station Officer	Deputy Polling Station Officer	Voter List Checker	Ballot Paper Issuer	Ink Marker	Polling Station Security

Tick who does the following duties:

9. To place the people who have the right to enter into polling station according to assignment.					
10. To coordinate with and receive from ward/village tract sub-commissioner the required materials for the polling station.					
11. To check the type of ballot paper booklet, count the ballot papers in front of all of the polling station members and record them in Form (11).					
12. To check the remaining ballot papers and hand them to Polling Station Officer promptly after the polling station closes.					
13. To check the voter list and hand it to polling station officer after checking.					
14. To ink on left little finger to prove that the voter has already cast votes.					
15. For voters who are illiterate to have an ink pad for thumbprinting and a cloth for wiping the finger.					
16. If the voter who asks for a ballot paper, does not know how to write, let him or her thumbprint, if the voter does not follow this procedure then voting is not allowed.					

Answer: 9-(b), 10(a,b), 11(a), 12(d), 13(c), 14(e), 15(b)


(a) (b) (c) (d) (e) (f)

(a)	(b)	(c)	(d)	(e)	(f)
					
Polling Station Officer	Deputy Polling Station Officer	Voter List Checker	Ballot Paper Issuer	Ink Marker	Polling Station Security

Tick who does the following duties:

17. To check the voter list against the voter identification slips.					
18. To check if all pages are present in the ballot paper booklets and if the Polling Station Officer's signature is on them.					
19. To have one's watch synchronized with the Myanmar standard time.					
20. To assist people who are in need of assistance like elderly people, people with poor health voters with disabilities and voters who are illiterate.					
21. To announce exactly at 6am that the polling station opens.					
22. To ensure that polling station related materials do not go missing and that there is security before, during and after the voting process.					
23. Not to allow any other person than the ones allowed to enter the polling station from the beginning to the end of the voting and counting process.					
24. To remove any person from the polling station who is seen to be violating the election laws, by-laws, guidelines, rules and regulations as per the instructions of the Polling Station Officer.					







(a) (b) (c) (d) (e) (f)

					
Polling Station Officer	Deputy Polling Station Officer	Voter List Checker	Ballot Paper Issuer	Ink Marker	Polling Station Security

Tick who does the following duties:

25. To close the polling station exactly at 4pm and before closing the polling station, investigate if there are any voters left to vote within the vicinity. If there are, obtain a list of the voters and allow them to vote even after the voting hours.					
26. To receive the required materials for inking such as ink pot from Polling Station Officer before the polling station opens.					
27. To report any voter who comes to vote impersonating another voter.					
28. Not to issue stained or torn ballot papers and if found report to the Polling Station Officer.					
29. To place polling station members to assigned seats.					
30. To ensure that voters get inked.					
31. To check the page numbers and to see if all pages are present in the voter list, and to check the serial numbers of the voters.					
32. To close the polling station earlier if all the voters voted before 4pm in the evening and to announce the closing of the polling station once it does.					

(a) (b) (c) (d) (e) (f)

(a)	(b)	(c)	(d)	(e)	(f)
					
Polling Station Officer	Deputy Polling Station Officer	Voter List Checker	Ballot Paper Issuer	Ink Marker	Polling Station Security

Tick who does the following duties:

33. Let the witnesses sign after the counting of votes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. To seal the ballot boxes with serial numbered seals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. To determine validity of ballot papers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. To collect important equipment in the polling station after the vote counting process is finished.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. To post the results on Form (16) after counting the votes for announcement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. To log critical incidents in the Appendix (D).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Someone who could answer the observers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


6.4 Voter Identification Slip, Appendix (B) (C) & (D)

Voter Identification Slip Guidelines

1. The voter identification slips are to be filled in with the voter's information retrieved from Form (1) by the ward/village tract sub-commission personnel.
2. The voter identification slips are to be provided to the voters one week prior to the Election Day.
3. Information on the voter identification slips is to be checked by the voters for accuracy.
4. Incorrect information is to be informed at the ward/village tract sub-commission for modifications.
5. If modifying the incorrect information of a voter at the ward/village tract sub-commission is not feasible, inform the Polling Station Officer on the Election Day for making the corrections.
6. The voter identification slips are to be taken by the voters to the polling station on the Election Day.
7. Show the voter identification slip to receive a ballot paper on the Election Day.
8. The Voter List Checker counterchecks the voter list: Form (1) with the information from the voter identification slip, and issues the ballot paper if correct.
9. Although the information on the voter list, Form (1) and the voter identification slip have small mistakes, make notes of these changes and allow the voter to vote if the voter is an eligible voter.
10. After the voter voted for respective Hluttaws, return the voter identification slip to the Ink Marker.
11. If the voter identification slip is lost, the voter is still eligible to vote if he/she is on the voter list.

(Back)

Voter Identification Slip	
-----Township-----	-----Ward/Village Tract
Polling Station Number -----	Vota List Serial Number ()
Name -----	Male/Female-----
Date of Birth-----	
NRC Number-----	
Father's Name-----	Mother's Name-----
Address-----	
Authorized Person's Signature-----	

	<p>Notice</p>
<ol style="list-style-type: none"> 1. Bring this slip when you come to vote. 2. Make corrections if there are incorrect information on the front page. 3. Submit this voter slip after casting your votes to ink marker. 	

Appendix (b)

Form to be used when the Officer issues voting rolls to Team Members who are Voting Roll Inspectors

No	Relevant Hluttaw	voting roll number		Signature of the recipient
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Form for Handing the Voting Rolls over to the Officer by the Inspector

No	Relevant Hluttaw	voting roll number		Signature of the Submitter
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Received

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Appendix (c)

Form to be Used when the Officer issues Ballot Ledgers to the Ballot Paper Issuers of Team Members

No	Relevant Hluttaw	Number of ballot ledgers		Signature of the Recipient
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Form for Handing the Ballot Ledgers over to the Officer by the Team Members who Drew the Ballot Ledgers

No.	Relevant Hluttaw	Number of ballot ledgers		Signature of the Submitter
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Appendix (d)

Summary

----- Hluttaw Constituency No ()

----- Ward or Village-Tract

----- Township

Date of the Election is held ----- Polling Booth No -----

No	Time	Report Summary

Remark: After each action taken has been written in the Summary, all the officials who undertake that action along with the Officer shall also sign in it.

Officer's Signature -----

Name -----

