



**Independent Election Commission (IEC)**  
**Afghanistan**

**Run - Off**  
**Updated Polling and Counting Procedures**  
**2014**



- Polling station forms envelope
- Polling center form envelope
- Polling center kit box
- Metal seals
- Polling stations materials kit box
- Fingerprint ink packages

## **1. Sensitive Electoral Materials**

Following materials are considered as sensitive:

- Ballot Papers (used, unused and spoiled) of Run off presidential election;
- Ballot paper validating stamp (which validates the ballot paper used);
- Run off presidential election result forms;
- Indelible ink
- Voting card punch; and
- Ballot box seals.

Polling center manager must distribute the blue box materials to the related stations on Election Day in the morning.

## **2. Non-Sensitive Election Materials**

Non--sensitive materials are:

- Empty ballot boxes
- Voting screens
- Tamper Evident Bags (TEBs)
- Polling center/station journals

### **Polling Center Staff**

A Polling Center will have the following staff:

- Polling Center Manager
- Queue Controllers (1-4)

### **Polling Center Manager**

At the Polling Centers, which have two polling stations, the Polling Station Chairperson of one of the polling stations is assigned as the Polling Center Manager. In polling centers with three or more polling stations, one Polling Center Manager is assigned.

### **Polling Center Queue Controller**

The number of Queue Controllers appointed to a polling center will depend on the number of polling stations within that polling center.

See the table below:

<b>Number of Polling Stations at the Polling Center</b>	<b>Number of the Queue Controllers</b>
2-3	1
4-6	2
7-9	3
10-12	4

### **Polling Station Staff**

Each polling station consists of 4 staff members as following:

- Polling Station Chairperson;
- Identification or Inking Officer;
- Ballot Paper Issuer; and
- Ballot Box Controller.

### **Polling Stages**

Polling stages like 05 April elections are consists of five steps:

#### **Step One- Controlling the Queue**

In addition to other duties and responsibilities, the Polling Station Chairperson is also responsible for controlling the queue and time to time organize the voters in the queue outside the polling station.

#### **Step Two– Identification and Inking**

##### **Identification & Inking Officer**

- Examines the voting card of the voter, to ensure that the photograph on the voting card corresponds with the face of the person.
- In case, a female’s voting card has no photograph, asks the father name of the voter; to ensure that the card belongs to her.
- Checks the VR card to ensure that it has not been punched with the tick (✓) shape punch, used for the 2014 run-off election,
- Checks the fingers of both hands of the voter, to ensure that they are not already inked with indelible ink.
- Cleans the index finger of the voter’s left hand with a cloth, and then dips the index finger of the voter’s left hand in the ink. The ink should cover the entire fingernail.

- Asks the voter not to wipe his/her index finger until it is dry.
- Records the serial number of the voters cards on the list of voters on the Election Day;
- Punches the voter's voting card in top middle of the card;
- Gives the voting card back to the voters and asks them to keep it properly;
- Directs the voter to the Ballot Paper Issuer.

### Step Three – Issuing Ballot Paper

#### Ballot Paper Issuer

The ballot paper issuer will:

- Check whether the voter's left hand index finger is inked with the indelible ink and the voting card is punched or not. If not so, sends the voter back to the Identification and Inking Officer;
- Detach one presidential run off election's ballot paper along the perforated line, from the right side of the ballot paper;
- Stamp the ballot papers on the back in the space determined for the stamp;
- Instruct the voter how to mark the ballot paper. The instruction shall be fully impartial;
- Fold the ballot papers and show the voter how to fold the ballot paper;
- Unfolds the folded ballot papers;
- Issue the ballot paper to the voter and explain that if they make a mistake on the ballot paper, they may return the spoiled ones to the Ballot Paper Issuer and instead receive new ballot papers.
- Direct the voter to go behind the voting screen and mark the ballot papers.

#### Punching of VR cards

In order to prevent double voting, the VR cards (old and new) of the voters will be punched. For the run-off elections, VR cards will be punched by a different shape (✓) in the top middle of cards. You can see the sample below:





## **Spoiled Ballot Papers**

Ballot papers will be counted as spoiled in the following instances:

- The ballot paper is torn while detaching it from the stub;
- Ballot paper becomes spotted;
- In case, a voter claims he/she has made mistake while marking the ballot paper;
- In case ballot paper is found inside the voting screen;
- In case, ballot paper contains evident print errors.

In such cases, the Ballot Paper Issuer should inform the Polling Station Chairperson. The Polling Station Chairperson without looking at the front of the ballot paper, shall write the word “**SPOILED**” on the back of the ballot paper, and place it in the envelope for the spoiled ballot papers, and then ask the Ballot Paper Issuer to issue a new ballot paper to the voter.

## **Step Four – Marking the Ballot Papers**

The voters enter the empty voting screen and mark his/her desired candidate.

## **Step Five –Casting the Ballot Papers into the Ballot Box**

The voter shows the back of stamped paper to the ballot box controller and then cast the vote into the ballot box.

## **Closing the Polling Center/ Station**

At 4:00 PM the PCM will request from PC Queue Controller to ensure that voters in the center have joined the queue.

The PSC will close the door to the Polling Station once he or she has been advised that the last voter in the Polling Centre has voted and the PSC will begin preparations for counting of ballot papers. The counting process is the same as April 05 elections.

## **Counting of ballots**

The counting process for the run-off elections will be the same as for the April 05 elections.

## **Step 1 - Sorting of Ballot Papers**

The sort phase will be organized and carried out by the Polling Station Chairperson assisted by Identification /Inking Officer and Ballot Papers Issuer.

## **Sorting Procedures:**

The Polling Station Chairperson will:

- Put the opened ballot box on the table
- The PSC prepares name tags for the two presidential candidates and invalid ballot papers;

The Ballot Paper Issuer will:

- Take a ballot paper from the ballot box;
- Unfold the ballot paper in a way that the its front page is downwards and only its back with the verification stamp is visible;
- Put the unstamped ballot paper in the stack of invalid ballot papers without seeing its front page;
- Give the stamped ballot paper to the Polling Station Chairperson

The Polling Station Chairperson will:

- Check the ballot paper starting from the first page to determine whether the ballot paper is marked or not;
- Reads aloud the name and number of the candidate as it appears in the ballot paper;
- In order to ensure transparency of the process, the Polling Station Chairperson must show each ballot paper (valid/invalid) to the agents and observers before the ballot paper is placed in the respective stack of a candidate;
- The Polling Station Chairperson hands over the ballot paper to the Identification Officer, and he/she places the ballot paper in the respective stack.

**During this process, the Polling Station Chairperson will determine the validity of the ballot papers. The invalid ballot papers will be placed in the stack of invalid ballots.**

- After sorting the ballots, the polling station chairperson will show the empty ballot box to the agents and observers;
- After all the ballot papers are sorted, the polling station chairperson and identification officer will check every ballot paper in every stack to make sure it has been sorted.

## **Step 2 - Counting of Ballot Papers**

After the ballot papers have been sorted, the counting of votes for each candidate will start.

During the counting process only Polling Station Chairperson and Identification Officer shall count the ballot papers. The process will be carried out in the following manner:

- The Identification Officer Counts ballot papers of every candidate, placed in their respective stacks. He/she will start the counting from the first names as sorted in the list of candidates; will count the ballot papers into bundles of 50 and will give them back to the Polling Station Chairperson for re-counting.
- Once the Polling Station Chairperson confirmed the number of the ballot papers, he/she will secure them by putting a rubber band around them. If the bundles contain less than 50 ballots, the Polling Station Chairperson will write a note on a paper, mentioning the number of ballots contained in that bundle, and will stick that with a paper clip on the stack of the said ballots.
- After counting the votes of every candidate, the Polling Station Chairperson writes the total number of votes for every one of the candidates in their card names;
- The Polling Station Chairperson reads aloud the results, so that the agents and Observers

- present in the polling station can record the results;
- The invalid ballot papers will also be counted and the total number of invalid ballot papers will be recorded in the relevant section of the result forms;
- The polling Station Chairperson records the results of candidates starting in the results form, both in number and letters.
- The polling Station Chairperson shall paste scotch tape on the original and three copies of the form.

**Distribution of the Result Forms**

Distribution of results forms are same as April 05 elections:

- Official copy (blue color) for tally center,
- Yellow color for ballot box,
- Pink color for polling station, and
- White color for agents

**Important:** Under no circumstances should the Polling Station Chairperson sign and/or certify results recorded by the Agents in their notebooks or other unofficial forms that are not released by the IEC.

**In case there are no agents present at the polling station, the Polling Station Chairperson shall also pack the white copy of the result forms in the ballot boxes.**

**Packing and Handover of the Polling Station Materials**

At the end of the counting process, the Polling Station Chairperson packs all sensitive and non-sensitive materials of the station following the instructions given below. After the packing, all materials will be handed over to the Polling Center Manager for onward delivery to the Provincial Electoral Office by the team of DFCs.

**Packing and Handover of the Sensitive Materials of the Polling Station**

The following table shows the materials that are packed in the ballot boxes:

Presidential Run-off Election Ballot Box
1. Used ballot papers
2. Stubs of used ballot papers
3. Unused ballot papers
4. Yellow copy of the results form
5. Envelope of the spoiled ballot papers
6. Polling Station Journal
7. Record of Seals Numbers Form

After placing all the relevant materials into the ballot boxes, the Polling Station Chairperson shall:

- take 4 plastic seals for sealing the ballot boxes;
- read aloud all the numbers of the seals to the agents and observers;
- record the seal numbers in the seals numbers record form and ask the agents to sign the form;
- in April 05 elections the seals numbers record form was two copy but now it is one copy that put in the presidential run-off election ballot box
- Seal the ballot boxes with the relevant seals.

### **Packing Materials in the Brown Envelopes of the Polling Center**

The Polling Center Manager shall pack the following materials in the brown envelope of the polling center, and hand it over to the DFC team for delivery to the Provincial Electoral Office.

- Polling Center journal;
- Handover forms (all the handover forms of the Polling Center manager, including the originals and the copies), and;
- Staff attendance sheet;

### **Packing of the Results Forms**

The Polling Station Chairperson using a marker pen writes all the necessary information on the polling station result forms envelope, which include name of the province, district, and polling center, as well as the polling center code and the polling station number and then places the following materials into it:

- Original copy of the presidential run-off election results form (blue color);
- List of polling-day voters;

After putting the aforementioned materials into the polling station results envelope, the Polling Station Chairperson shall not seal it until it is handed over to the Polling Center Manager.

### **Packing of Materials by the Polling Center Manager**

After receiving the materials from all the polling stations, The Polling Center Manager will pack all the sensitive and non-sensitive materials separately for the onward delivery to the provincial electoral office.

### **Packing of the Tamper Evident Bag (TEB)**

A Polling Station Chairperson will have one TEB in hand, and prior to packing it, he/she shall ensure that:

- Has received the results form envelopes from all the polling stations;

- the information written on the results form envelopes are accurate and without any mistakes;
- has accurately completed the information on the TEB using a marker pen;
- has placed all the results form envelopes in the TEB;
- Seals the TEB, and then submit it to the District Field Coordinator (DFC).

<p><b>Important points:</b> Once the TEB are sealed, they shall not be opened by any means.</p>
---

### **Packing of the Non-Sensitive Materials**

The rest of the materials are considered as non-sensitive materials, but it is extremely important that they shall be returned to the provincial electoral office; as most of the materials can be used for a probable run-off presidential elections. The Polling Center Manager shall receive all the non-sensitive as separate package from the Polling Station Chairpersons.

- Polling Station kit box;
- Plastic chairs;
- Plastic desks;
- Voting screens;

All the materials shall be packed by the Polling Center Manager, with the assistance of the Polling Stations Chairpersons, and handed over to the DFCs team.

**The Polling Station kit box, handed over by the Polling Station Chairperson, shall be packed in the blue boxes. The Polling Center Manager shall seal the blue boxes and record the seals numbers in the polling station's journal. The polling Center Manager shall ensure prior to sealing the boxes that he has put the seal cutter in one of the blue boxes; and then he hands over the boxes to the DFCs team.**

### **Handover of the Sensitive and Non-Sensitive Materials to the DFCs Team**

After completing the packing of materials, the Polling Center Manager will hand over all the sensitive and non-sensitive materials to the DFCs team. Handover of the materials shall take place, using the Handover Form from the Polling Center Manager to the DFC (MH-04).

**While handing over the material to the DFC, the Polling Center Manager shall follow the following order:**

- TEB (one per Polling Center);
- Presidential run-off election ballot boxes containing ballot papers (from all the stations);
- Voting screens (from all the stations);
- The polling station materials box (for all stations),
- The Polling center materials box;

- The polling center kit box (blue boxes);
- Polling center brown envelopes (one per polling center);
- Polling station complaints envelope (from all the polling stations);
- Plastic chairs from all the polling stations);
- Plastic desks from all the polling stations); and
- Tents (if any).

Once all the above materials are handed over to the DFC, the DFC will sign the Handover Form from Polling Center Manager to DFC (MH-04) as proof of receipt of the materials. The Polling Center Manager shall keep the original of the receipt and provide a copy to the DFC.

**Important point:** During the handover of materials from the Polling Center Manager to the DFCs team the DFCs team shall ensure that the required information on the stickers of TEBs polling stations ballot boxes brown envelopes of the polling center and the polling station complaints envelope have been filled out accurately. In case they are not completed the DFC shall complete this information before delivering the material to the Provincial electoral office.

### **Delivery of Materials to the IEC Provincial Office**

It is the sole responsibility of the District Field Coordinator to ensure that all materials under their areas of responsibility are returned to the provincial electoral office.

**Important point:** Under no circumstances is the DFC or any other IEC staff allowed to open a TEB or ballot boxes with ballot papers while receiving these items or transporting them from the Polling Centers to the IEC Provincial Electoral Office.

# Presidential Run off Polling and Counting Forms



## Independent Election Commission Presidential Run-off Elections

### Result Form

Province	District	Province
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Polling Center Code	Station Number	Station
<input style="width: 25%; height: 20px;" type="text"/> / <input style="width: 25%; height: 20px;" type="text"/> / <input style="width: 25%; height: 20px;" type="text"/>	<input style="width: 20%; height: 20px;" type="text"/>	<input style="width: 20%; height: 20px;" type="text"/> M <input style="width: 20%; height: 20px;" type="text"/> F
Province    District    Center		

Complete this Part at the end of Polling Number of Spoiled Ballots Number of Unused Ballots	Ballot papers information Section	Complete this part at the end of Counting Number of Invalid Ballots
---	-----------------------------------	--

#### Result Section

No	Names of Presidential candidates	Votes in Figures	Votes in Words

Name & Signature of Candidates' Agents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Signature of PS Chairperson

Date:    /    /2014

Stamp

**MH - 01**

White Color	DFC
Blue Color	PCM

**Independent Election Commission**  
**Material Hand Over Form**  
**(From DFC to PCM)**



Province

District

Polling Center Name

Polling Center Code  
 /  /   
Province      District      Center

Item Description	Quantity	Serial Number of Blue Boxes' Seals			
Polling Center Kit Box (Blue)		1			
Ballot Box		2			
Voting Screens		3			
Plastic Chairs		4			
Plastic Tables		5			
Tents (If Any)		6			

Name & Signature of DFC: \_\_\_\_\_ Name & Signature of PCM: \_\_\_\_\_

Date: / /2014

**MH - 02**

Pink Color	PCM
Blue Color	PSC

**Independent Election Commission  
Material Hand Over Form before Polling  
(From PCM to PSC)**



Province

District

Polling Center Name

Polling Center Code  

<input type="text"/>					
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

  
Province      District      Center

Polling Station Number  

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Polling Station  

Male	Female
------	--------

Item Description	Quantity
Presidential Ballot Papers	
Polling Station Material Box	
Envelope for Polling Station Forms	
Indelible Ink	
Voting Screens	
Ballot Box	
Plastic Chairs	
Plastic Tables	

Name & Signature of PCM: \_\_\_\_\_ Name & Signature of PSC: \_\_\_\_\_

Date: / /2014

**MH - 03**

Green Color	PSC
Blue Color	PCM

**Independent Election Commission  
Material Hand Over Form after Counting  
(from PSC to PCM)**



Province			District		Polling Center Name	
<input type="text"/>			<input type="text"/>		<input type="text"/>	
Polling Center Code			Polling Station Number		Polling Station	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Province	District	Center			Male	Female

Item Description	Quantity
Results Envelope	
Presidential Ballot Box Containing Ballot Papers	
Polling Station Material Box	
Voting Screens	
Station Complaints Envelope (A3)	
Plastic Chairs	
Plastic Tables	
Tents (If Any)	

Name & Signature of PSC: \_\_\_\_\_ Name & Signature of PCM: \_\_\_\_\_

Date: / /2014

**MH - 04**

Yellow Color	PCM
Blue Color	DFC

**Independent Election Commission  
Material Hand Over Form  
(from PCM to DFC)**



Province  District  Polling Center Name

Polling Center Code  
 /  /   
Province District Center

Item Description	Quantity
Tamper Evident Bag	
Presidential Ballot Box Containing Ballot Papers	
Voting Screens	
Polling Station Material Boxes	
Polling Center Material Box	
Polling Center Kit Box (Blue)	
Polling Center Brown Envelope	
Stations Complaints Envelopes (A3)	
Plastic Chairs	
Plastic Tables	
Tents (If Any)	

Name & Signature of PCM: \_\_\_\_\_ Name & Signature of DFC: \_\_\_\_\_

Date: / /2014



**Independent Election Commission  
2014 Presidential Run off Elections  
Record of Seals Form**

<b>Polling Center Name</b> <input type="text"/>	<b>Province</b> <input type="text"/>	<b>Province</b> <input type="text"/>												
<b>Polling Station</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Polling Station Number</b> <input type="text"/>	<b>Polling Center Code</b> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Province</td><td>District</td><td>Center</td><td></td><td></td><td></td></tr></table>	<input type="text"/>	Province	District	Center								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
Province	District	Center												

Presidential Ballot Box					Agents Signature
Applied side seals ( morning)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Applied slot seals at end of polling	<input type="text"/>				
Broken seals before sorting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Applied seals at the end of counting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Slot seals	<input type="text"/>				

Name & Signature of Chairperson: \_\_\_\_\_

Date: / /2014



**Independent Election Commission  
 Presidential Run off Election  
 Tamper Evident Bag**

Serial Number

**2-10001**



2 - 1 0 0 0 1

Province

District

Polling Center Code

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

Province

District

Center

Polling Center Name

Number of Polling Stations

Male		Female	
------	--	--------	--

This Envelope Contains Below Materials

Number

Results Envelopes
-------------------

\_\_\_\_\_  
 Polling Center Manager Name and Signature

\_\_\_\_\_  
 Agents Names and Signatures

Remarks \_\_\_\_\_

Date / /2014





**Independent Election Commission  
Presidential Run off Election  
Staff Attendance Sheet**

Province

District

Polling Center Name

Polling Center Code  
 /  /   
Province / District / Center

Number	Name	F/Name	Job	Polling Station Number	VR Card Number	Amount Received	Signature	Fingerprint
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Payer:  
Name:  
Job:  
Signature:  
Date: / /2014

Authentication of PEO:  
Name:  
Signature:  
IEC Stamp (Provincial Office)