

## FOREWORD

The administration of elections in Nigeria is intimidating in its demand. There is the logistics nightmare under conditions of appalling infrastructure which imperil the distribution of electoral personnel and materials. Then there is training of electoral personnel who run into several thousands, the huge cost of funding of the exercise and the ethical challenges of election management. Now that elections are almost impossible without the use of information and communications technology even in countries with poor electricity supply the tasks involved are only better imagined. Added to these are factors relating to high expectations of Nigerians and friends of Nigeria about the 2011 elections.

These high expectations have recently been demonstrated by the enthusiasm with which Nigerians participated in the Voters' Registration exercise which took place from January 15 to February 7. Nigerians were not discouraged by the initial hiccups at the exercise and they turned out massively and queued up to be registered.

As part of the effort to meet the high expectations of Nigerians and their well wishers the World over, the Commission decided to review the Manual for Election Officials by making it more user-friendly, simple and facilitative of the requirement of free, fair and credible elections. The new system of simultaneous accreditation and voting procedure are introduced to meet the imperative of the delivery of effective electoral services. I urge users, majority of who had performed creditably in the just concluded voters' registration exercise, to read the revised Manual, digest the contents carefully and use the knowledge gained to foster the actualization of the majority of people to exercise their franchise without intimidation and harassment. All electoral officials should endeavour to live above board and continue to be patriotic and committed in the discharge of their responsibilities for the good of our motherland and its future growth and development.

Thank you.

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Chairman  
Independent National Electoral Commission  
March 2011.

## **ACKNOWLEDGEMENTS**

An election manual, no matter its language and sophistication or the quality of its print, would only have its utility value enhanced if it facilitates rather than fetters the exercise of franchise. A good manual for election officials must be dynamic and its review must take cognizance of the shifting paradigms in election management while correcting imperfections in the previous manual and possible electoral malfeasance that may distort the philosophical essence of electoral democracy which is one person, one vote. An election manual, no matter how perfectly and elegantly worded would not propel itself into action. The users have to display utmost hard work and commitment in using the manual to achieve its primary purpose of conducting transparent elections.

There is no gainsaying that such a manual would have to draw good practices from across the globe. This is more so now that there are international benchmarks to measure whether an election has met acceptable global standard. This Manual is no exception. In seeking to improve on the 2007 version, it received generous support from the International Federation for Electoral Systems (IFES) through Jim Heilman who served as IFES representative and consultant and who made valuable input in the course of the review. Dr. Frank Ozoh, the Coordinator of the Electoral Institute, and chairman, Manual for Election Officials (2011) Review Committee, Ena Isiavwe, Chima Dumaku, Abubakar Kolo, Osuji Chika, Onyeri Kingsley, Helene Ogundana, Wumi Akin-Onigbinde and Titi Pitso (the last two being of UNDP-Democratic Governance for Development Representatives), Anyaeze Chima, Edith Menyam Penn (of Webster University, Leiden in the Netherlands), Ayoku Nnaemeka, Agbamoro F. Chidi and Salamatu Yahaya. We are grateful to the chairman of INEC and members of the Commission for their input at various stages of the writing of this manual.

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## GLOSSARY AND ACRONYMS

<b>Term</b>	<b>Definition</b>	<b>Acronym (if any)</b>
<b>Accreditation</b>	The process of verifying the eligibility of a voter before voting	
<b>Ballot</b>	A vote cast or recorded in an election	
<b>Ballot box</b>	A container in which voters drop their ballots after voting	
<b>Ballot paper</b>	An instrument on which a voter marks his/her choice	
<b>Bye-Election</b>	An election to replace a Member of Parliament or Legislature	
<b>Checklist</b>	A list of items or materials to be identified as present or dealt with	
<b>Collation</b>	Tabulation or summation of votes scored at an election	
<b>Collation Centre</b>	A designated location where election results are collated and declared	
<b>Collation Officer</b>	An election official to whom the results of an election are delivered for tabulation and summation	<b>CO</b>
<b>Constituency</b>	A geographical area represented by an elected person	
<b>Election</b>	The act of choosing by vote one of a candidate for a position	
<b>Election Official</b>	An officer of the Electoral Commission charged with the conduct and supervision of an election	
<b>Electoral Officer</b>	A staff of the Commission who is head of the Commission's office at a Local Government Area or Area Council level.	<b>EO</b>
<b>General Election</b>	An election held in the Federation at large and at all levels of government.	
<b>Local Government Area</b>	The lowest geographical area of government	<b>LGA</b>
<b>Poll</b>	The process of voting at an election	
<b>Poll Assistant</b>	An official who assists the Presiding Officer in a polling station on election day	<b>PA</b>
<b>Poll Clerk</b>	An official who assists the Presiding Officer in a polling station on election day	<b>PC</b>
<b>Polling Agent</b>	Any person appointed by a political party to attend a polling	

	station to observe the conduct of elections; called party agent when observing at a collation centre	
<b>Polling Station</b>	A designated location where registered voters cast their votes on election day	
<b>Poll Official</b>	Any officer of the Commission engaged in the conduct of poll at an election	
<b>Presiding Officer</b>	A poll official in charge of the conduct of elections in a polling station on election day	<b>PO</b>
<b>Register of Voters</b>	The list of persons eligible to vote at an election	
<b>Registration Area</b>	A defined geographical area covering a number of polling stations	<b>RA</b>
<b>Rejected Ballot</b>	An improperly cast ballot at an election	
<b>Resident Electoral Commissioner</b>	An election official who is in charge of all elections in a State.	<b>REC</b>
<b>Returning Officer</b>	An election official who collates and declares the results of an election and returns the winner of the election	<b>RO</b>
<b>Run-off Election</b>	An election for President or Governor that is held when the previous election failed to produce a clear statutory winner	
<b>Spoiled Ballot Paper</b>	A torn or damaged ballot paper that cannot be used for voting	
<b>Supervisory Presiding Officer</b>	A poll official who supervises the conduct of an election in a cluster of polling stations	<b>SPO</b>
<b>Tendered ballot</b>	A vote cast by a voter whose right to vote has been used by another voter	
<b>Tendered Vote List</b>	A record of the names and registration numbers of persons who vote in an election using the tendered ballot paper	
<b>Voter Identification Number</b>	A unique number assigned to a voter on registration	<b>VIN</b>

## **DATES OF ELECTIONS**

Election	Date
National Assembly	April 2, 2011
Presidential	April 9, 2011
Gubernatorial and State Assembly	April 16, 2011
1 <sup>st</sup> Presidential or Gubernatorial Run-off.	Within 7 days of result of first election
2 <sup>nd</sup> Presidential or Gubernatorial Run-off.	Within 7 days of result of first Run-off.

## **INTRODUCTION**

This “Manual for Election Officials 2011” explains duties and personnel that will be involved in the conduct of the 2011 General Elections in Nigeria. With the exception of voters’ choice of party and candidates that will be done in secret to protect voters’ choice and preferences, other aspects of the general elections are to be conducted in the open following specified procedure.

The present manual is an improvement on the 2007 edition. With the acquisition of about 132,000 Direct Data Capture (DDC) machines to cover 120,000 Polling Stations including back-ups, the Commission was able to train over 240,000 ad hoc staff. Over 65 million people were registered for the 2011 elections.

The upcoming April 2011 elections are expected to put an end to the issue of stolen mandate, which has been the bane of Nigeria democracy for decades.

This manual draws from the various modifications introduced by the commission, particularly on accreditation and voting procedure.

Other aspects examined in the various chapters of the manual include sorting, counting and tabulation of ballots, collation and declaration of results including conflict prevention at polling stations and election offences.

This manual is designed to assist Election Officials in understanding the election process and procedure, their duties and responsibilities. Its crafting should assist other stakeholders such as candidates, Political Party and Polling Agents, Security Agents, Election Monitors /Observers and the Media to understand and appreciate their roles on Election Day.

The manual will be useful in training fulltime and ad-hoc staff as well as other stakeholders for election duty.

Dr. Frank Ozoh  
Coordinator  
The Electoral Institute  
Independent National Electoral Commission  
March 2011.

## Chapter 1: **ELECTION PERSONNEL**

Every election involves different categories of personnel. These range from election officials who directly handle the conduct and supervision of the elections, to others namely the contestants, polling or party agents, the security agents, representatives of the media, observer groups and the voters.

### **1.1 ELECTION OFFICIALS AND THEIR DUTIES**

Election Officials are officers/officials of the electoral commission who will directly handle the conduct and/or supervision of the 2011 elections. Their engagement may be fulltime or ad-hoc. Below are brief descriptions of their functions as well as their specific duties.

#### **1.1.1 Resident Electoral Commissioner (REC)**

The REC shall:

- Be responsible for the conduct and supervision of the Federal and State elections in a state; as well as the Area Council elections in the FCT.
- Take delivery of all sensitive and non-sensitive materials for the elections from INEC Headquarters and distribute them to the Electoral Officers.
- Supervise the recruitment and training of all staff including ad-hoc staff for elections in a state.
- Liaise with the political parties and other stakeholders to ensure the successful conduct of the elections.

The REC is assisted by the Administrative Secretary (Admin Sec).

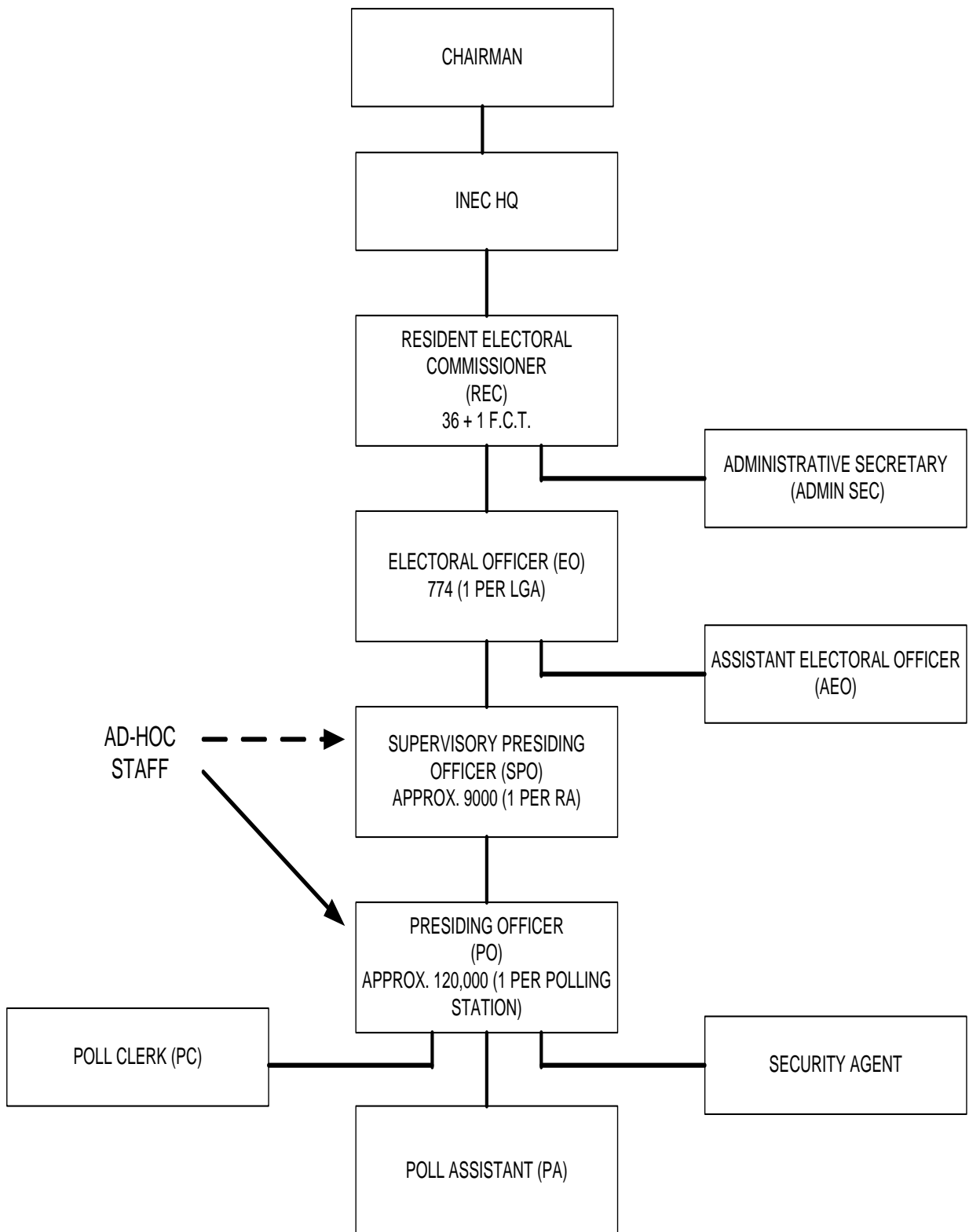
#### **1.1.2 Electoral Officer (EO)**

The EO shall:

- Be the head of the Commission's office in the Local Government Area (LGA) or Area Council.
- Be responsible for conducting and supervising elections in an LGA or Area Council.
- Receive the election materials from the REC and distribute them to the Supervisory Presiding Officers (SPOs) for onward delivery to the Presiding Officers (POs) before the elections; and receive them from the SPOs after the elections.
- Assist in the training of Poll Officials.
- Report any security concern or incident to the security agents.
- Keep securely the election results, ballot boxes and other election materials returned.
- Ensure safe custody of all election results.

The EO is assisted by the Assistant Electoral Officer (AEO).

**Chart 1.1 Structure of INEC and Ad-hoc Staff**



### 1.1.3 Returning Officer (RO)

The RO shall:

- Collate ( tabulate and sum up) and declare the scores of the candidates and declare the winner in an election in a particular constituency.
- Decide any question arising from or relating to unmarked ballots, rejected ballots, declaration of scores of candidates and the return of a candidate.

### 1.1.4 Collation Officer (CO)

- **Registration Area /Ward CO** – shall collate results from polling stations within a RA/Ward.
- **Local Government Area (LGA) CO** – shall collate results from the various Registration Areas/Wards for the Area Council, State Assembly, Governorship, National Assembly and Presidential elections.
- **State Constituency CO** – shall collate results from all the RAs/LGAs within a state constituency for the State Assembly election.
- **Federal Constituency CO** – shall collate results from the LGAs within a Federal Constituency. This person is the Federal Constituency RO.
- **Senatorial District CO** – shall collate results from all the LGAs within a Senatorial district. This is the same person as the Senatorial District RO.
- **State CO** – shall collate results from all LGAs within a State in the Presidential and Governorship elections. This person is the RO for the Governorship election.
- **Chief Electoral Commissioner** – shall collate the results from all the states within the Federation in the Presidential election and is the RO for that election. This person is the Chairman of INEC.

### 1.1.5 Supervisory Presiding Officer (SPO)

The SPO shall:

- Supervise the arrangements for the conduct of the poll in a cluster of Polling Station.
- Assist in the training of the presiding officers, poll clerks and poll assistants under his/her supervision.
- Ensure that all sensitive and non-sensitive election materials are available at the assigned polling stations in the right quantities at the right time.
- Regularly visit the polling stations under his/her supervision to attend to problems during the period of the elections.
- Ensure that the results of the poll for the assigned polling stations are delivered to the CO by the PO.
- Ensure that all election materials returned to him/her by the PO are submitted to the EO immediately after the elections.

- Liaise with the security agents to ensure that law and order are maintained within the polling stations under his/her supervision.
- Be accountable to the EO in the discharge of his/her duties.

### **1.1.6 Presiding Officer (PO)**

The PO shall:

- Be in charge of all proceedings at the Polling Station on the Election Day including voting, sorting and counting of the votes.
- Take delivery of and inspect all materials for the election from the SPO and keep them secure, especially the sensitive materials, such as the ballot papers and result forms.
- Be at the Polling Station early (at least one hour before the official opening of accreditation) to set up the station.
- Supervise the PC and PA assigned to the polling station.
- Stamp, sign and issue ballot papers to eligible voters.
- Inform Voters of the proper way to mark and fold the ballot paper(s).
- Publish (Post) the Result of Polls using the Poster EC60E at the Polling Station.
- Submit the Result of the Poll to the RA/Ward CO.
- Return all election materials to the SPO for delivery to the EO after the elections.
- Report any security incident to the Security Agents at the Polling Station, and where necessary invite the Police or Security Agents(s) to maintain order, keep the peace or arrest any person committing an offence.

### **1.1.7 Poll Clerk (PC)**

The PC shall:

- Work under the supervision of the PO.
- Assist with collection of materials from the SPO.
- Regulate the flow of Voters into the polling station.
- Check the Voters' cards and the Register of Voters to ascertain the eligibility of voters.
- Tick the name of the Voter in the Register of Voters.
- Apply indelible ink on the appropriate finger of each eligible Voter.
- Assist with sorting and the counting of the votes.
- Take charge of the Polling Station when the PO is indisposed while on duty.
- Assist with the return of the election materials to the SPO.

### **1.1.8 Poll Assistant (PA)**

The PA shall:

- Work under the supervision of the PO.
- Stand behind the last person in the queue at the official close of accreditation to ensure that anyone arriving after that time is not allowed to vote.
- Assist in the sorting and counting of votes.
- Assist with the return of the election materials to the SPO.

## **1.2 PROFESSIONAL ETHICS OF ELECTION OFFICIALS**

As election officials, you have a major role in the electoral process. The manner in which you discharge your duties will affect the degree of confidence voters have in the electoral process and in the electoral authority, INEC. You should be courteous, polite and helpful at all times. Remember to treat all Voters equally and with respect. Also remember that unethical and corrupt practices by election officials can bring severe punishment under the law.

All your actions should be characterized by the highest standards of:

- Integrity
- Impartiality
- Transparency
- Professionalism
- Gender sensitivity and support for the elderly and those who are physically challenged.

## **1.3 OTHER STAKEHOLDERS IN THE ELECTION DAY PROCESS**

The following people shall be allowed full access to the Polling Station:

- Voters
- INEC Officials on election duty
- Security Agents
- Candidates and accredited Polling/Party Agents
- Accredited Journalists
- Accredited Domestic and International Observers

The PO, however, has the right to bar anyone from entering or remaining in the Polling Station should the individual's conduct be disorderly.

### **1.3.1 Rights and Responsibilities of Polling/Party agents**

Polling/Party Agents are appointed by the Parties to represent their interests during polling, counting and collating. Each Party has the right to appoint one Polling/Party Agent for each Polling Station and Collation Centre. The names of these Polling/Party Agents should be sent by the EO to each PO before polling begins. Also, any candidate can act in place of his/her Polling/Party Agent at any Polling Station or Collation Centre.

The main responsibilities of the Polling/Party agents are:

- To observe the polling and counting of ballots and the collation and declaration of results on behalf of their parties;
- Be satisfied that the processes are conducted in accordance with the law, the rules and regulations.

**With regard to the Polling/Party Agents, Election Officials shall:**

- Allow each party to be represented by one Polling/Party Agent at a time in a Polling Station and Collation Centre.
- Inspect and ensure that the letters of appointment/accreditation are duly endorsed by their parties before letting the Polling/Party Agents into the Polling Stations and Collation Centres.
- Allow the Polling/Party Agents to observe the distribution of election materials, conduct of the voting, sorting and counting of ballots, and announcement of results.
- Commence the election processes even if no Polling/Party agents are present in the Polling Stations or Collation Centres.
- Allow Polling/Party Agents to call to their attention any irregularities.
- At the polling station, allow Polling/Party Agents to inform the PO if they believe that any Voter is under the age of 18 years or has committed an offence of impersonation.
- Allow Polling/Party Agents to countersign the result forms at the Polling Station and the collation forms at the Collation Centres.
- Distribute signed and stamped copies of the Statement of Result of Poll Forms and the Collation of Result Forms to the Polling/Party Agents.

**NOTE**

**Polling/Party Agents are not allowed to handle any election materials or interfere in the conduct of the polls or counting of ballots.**

**Polling/party agents are not allowed to wear any badges or symbols of any political party.**

**Polling/Party Agents shall comply with any lawful directive issued by or under the authority of the Commission, or its officials including an order to leave the Polling Station or collation centre.**

### **1.3.2 Rights and Responsibilities of Accredited Observers**

Domestic and International Observers are appointed by their respective organizations and accredited by the Commission. They have the right to observe the entire voting process and the counting of ballots at the Polling Stations and the collation and declaration of results at the Collation Centres.

**With regard to Election Observers, Election Officials shall:**

- **Check** that all observers are duly accredited and wear their observer badges while in the polling station.
- **Allow** observers to watch the distribution of election materials, conduct of the voting, sorting and counting of ballots, and announcement of results.
- **Allow** observers to call to their attention any irregularities.

**NOTE**

**Observers are not allowed to handle election materials or interfere in the conduct of the poll or counting of ballots.**

**Observers are not allowed to wear any badges or symbols of any political party. Observers shall comply with any lawful directive issued by or under the authority of INEC, or its officials including an order to leave the polling station or the collation centre.**

**Note: Accredited Journalists have the same rights and responsibilities as accredited Observers.**

### **1.3.3 Responsibilities of Security Agents**

It is important that the conduct of the poll and the collation and declaration of results be done without any disturbance or threat to peace.

**Security Agents shall:**

- Provide security at the Polling Stations and collation centres to ensure that the polling, counting of ballots and collation and declaration of results are conducted without any disturbance.
- Take necessary measures to prevent violence or any activity that can threaten to disrupt the elections.
- Comply with any lawful directive issued by or under the authority of INEC.
- Ensure the safety and security of all election materials by escorting and guarding the materials as appropriate.
- Protect election officials at the polling stations and collation centres.
- Arrest on the instruction of the PO or other INEC officials any person(s) causing any disturbance or preventing the smooth conduct of proceedings at the polling stations and collation centres.
- At the polling station, inform the PO if they believe that any voter is under the age of 18 years or has committed an offence of impersonation.
- On the instruction of the PO, stand at the end of the queue of voters at the polling station, if any, at the official close of accreditation so that any person entering the polling station after this time is not allowed to vote.
- Accompany the PO to deliver the election results, ballot boxes and other election materials safely to the RA/Ward Collation Centre.
- Accompany Collation Officers to deliver collated election results to ROs

**NOTE**

**Security Agents are not allowed to interfere with the conduct of the polls, counting of the ballots, or the collation and declaration of results**

## Chapter 2: PREPARING FOR ELECTIONS

### 2.1 LOCATING YOUR POLLING STATION

At least one day before election day the Presiding Officer accompanied by the Poll Clerk shall visit the location of his/her polling station to:

- **Identify** the most suitable layout of the polling station, and
- **Make** arrangements for tables and chairs to be used at the polling station on election day.

#### NOTE

**Before election day, the EO should facilitate the meeting of the Poll Officials.**

### 2.2 RECEIVING NON-SENSITIVE ELECTION MATERIALS

Before the start of the election, the PO shall receive all non-sensitive election materials from the Supervisory Presiding Officer (SPO).

Before each of the three election dates, the PO shall:

**Step 1: Receive** the non-sensitive items from the SPO

**Step 2: Verify** to make sure that all materials have been received. The Poll Clerk (PC) should assist you in doing this. See checklist of Non-Sensitive materials below.

**Step 3: Record all items** received on Form EC.25B “Electoral Material Receipt.” Complete 2 copies of this form.

**Step 4: Sign the forms;** keep one copy for yourself and give the other copy to the SPO.

## CHECKLIST OF NON-SENSITIVE MATERIALS

*Note: You will receive a new set of these materials before each election date. If you have more than one election type on that date, you will receive the appropriate number of forms and envelopes so that you have enough for each election type.*

	ITEMS	QUANTITY
<b>LIST:</b>		
<input type="checkbox"/>	Register of Voters-----	1
<b>FORMS AND POSTERS:</b>		
<input type="checkbox"/>	Form EC.1A(1) (Tendered Vote List)-----	1
<input type="checkbox"/>	Form EC.17 (Oath/Affirmation of Neutrality)-----	1 per poll official
<input type="checkbox"/>	Form EC.25B (Electoral Material Receipt)-----	2
<input type="checkbox"/>	Form EC.40A (Ballot Paper Account and Verification Statement) -----	1
<input type="checkbox"/>	Form EC.40B (Statement of Invalid, Rejected and Cancelled Ballot Papers -----	1
<input type="checkbox"/>	Form EC.40C (Statement of Unused and Spoilt Ballot Papers)-----	1
<input type="checkbox"/>	Form EC.40D (Undertaking with Regards to Impersonation)-----	1
<input type="checkbox"/>	Form EC.40E (Authority to Remove Persons mis-conducting Themselves)-----	1
<input type="checkbox"/>	Form EC.40F (Tendered Ballot Statement)-----	1
<input type="checkbox"/>	EC.30A (Polling Station Poster)-----	1
<input type="checkbox"/>	EC.30A(1) (Polling Station Information Poster)-----	1
<input type="checkbox"/>	EC.30B (Polling Zone Poster) -----	1
<input type="checkbox"/>	EC.30C (Voting in Progress Poster)-----	1
<input type="checkbox"/>	EC.60E (Notice of Result of Poll Poster) -----	1
<b>ENVELOPES:</b>		
<input type="checkbox"/>	EC.50A (For Rejected, Spoilt and Unused Ballot Papers-----	1 per election type
<input type="checkbox"/>	EC.50B (For Register of Voters and Tendered Vote List)-----	1
<input type="checkbox"/>	EC.50D (For Ballot Paper Account and Verification Statement Form)-----	1
<input type="checkbox"/>	For Counterfoils of Used Ballot Papers -----	1 per election type
<input type="checkbox"/>	For Used Ballot Papers -----	1 per election type
<input type="checkbox"/>	For Forms EC.8A and/or EC.8A(1) – tamper proof -----	1
<b>SUNDRIES:</b>		
<input type="checkbox"/>	Indelible ink (to mark the cuticle of the voter’s fingers)-----	1
<input type="checkbox"/>	Stamp pads (2 for polling officials, 1 for voting cubicle)-----	3
<input type="checkbox"/>	INEC stamp -----	1
<input type="checkbox"/>	Biros -----	3
<input type="checkbox"/>	Cello tape -----	1
<input type="checkbox"/>	Ballot box(es) -----	per INEC decision
<input type="checkbox"/>	Ballot box seals -----	2 per ballot box
<input type="checkbox"/>	Voting Cubicle -----	1
<input type="checkbox"/>	INEC Bag -----	1
<input type="checkbox"/>	Apron Vests -----	1
<input type="checkbox"/>	Scissors -----	1
<input type="checkbox"/>	Ballot Box Stickers -----	2
<input type="checkbox"/>	Poll Official ID Card -----	1 per poll official

## 2.3 RECEIVING SENSITIVE ELECTION MATERIALS

The PO shall:

**Step 1: Receive** the sensitive items for use at the Polling Station from the SPO.

**Step 2: Record** on Form EC.40A the serial numbers of the ballot papers and total quantity of ballot papers for each type of election received from the SPO.

**Step 3: Arrive** at the Polling Station not later than (a time to be determined by the Commission) am on the Election Day.

The following are the checklists of sensitive items that the Presiding Officer will receive on the Election Day for the:

- i) National Assembly (Senate and House of Representatives) Elections.
- ii) Presidential Election.
- iii) Governorship and State House of Assembly Elections.

### CHECKLIST OF SENSITIVE MATERIALS

NATIONAL ASSEMBLY ELECTIONS	
FORMS (Statement of Result of Poll)	QUANTITY
<input type="checkbox"/> Form EC.8A (Senatorial Election)	1 set
<input type="checkbox"/> Form EC.8A (1) (House of Representatives Election)	1 set
<b>MATERIALS</b>	
<input type="checkbox"/> Ballot papers for Senatorial Election	
<input type="checkbox"/> Ballot papers for House of Representatives Election	
<input type="checkbox"/> Tendered ballot papers for Senatorial Election	
<input type="checkbox"/> Tendered ballot papers for House of Representatives Election	

PRESIDENTIAL ELECTION	
FORMS (Statement of Result of Poll)	QUANTITY
<input type="checkbox"/> Form EC.8A (Presidential Election)	1 set
<b>MATERIALS</b>	
<input type="checkbox"/> Ballot papers for Presidential Election	
<input type="checkbox"/> Tendered ballot papers for Presidential Election	

## GOVERNORSHIP AND STATE HOUSE ASSEMBLY ELECTIONS

FORMS (Statement of Result of Poll)	QUANTITY
<input type="checkbox"/> Form EC.8A (Governorship Election)	1 set
<input type="checkbox"/> Form EC.8A (1) (State House Assembly Election)	1 set

### MATERIALS

- Ballot papers for Governorship Election
- Ballot papers for State House Assembly Election
- Tendered ballot papers for Governorship Election
- Tendered ballot papers for State House Assembly Election

## 2.4 SETTING UP THE POLLING STATION

To set up and open the polling station on Election Day, the PO shall:

**Step 1: Remove** all campaign materials, if any, from the polling station.

**Step 2: Hang** up posters for: Polling zone, Polling Station and voting process.

**Step 3: Arrange** the tables and chairs to facilitate easy access for the voters.

**Step 4: Set up** the voting cubicle in such a way that the voter can mark his/her ballot paper(s) in secret.

**Step 5: Put** one stamp pad in the voting cubicle for use by the Voter to thumb-print the ballot paper(s).

**Step 6: Place** the Register of Voters, indelible ink and biro on Table 1 for the use of the Poll Clerk and the Poll Assistant.

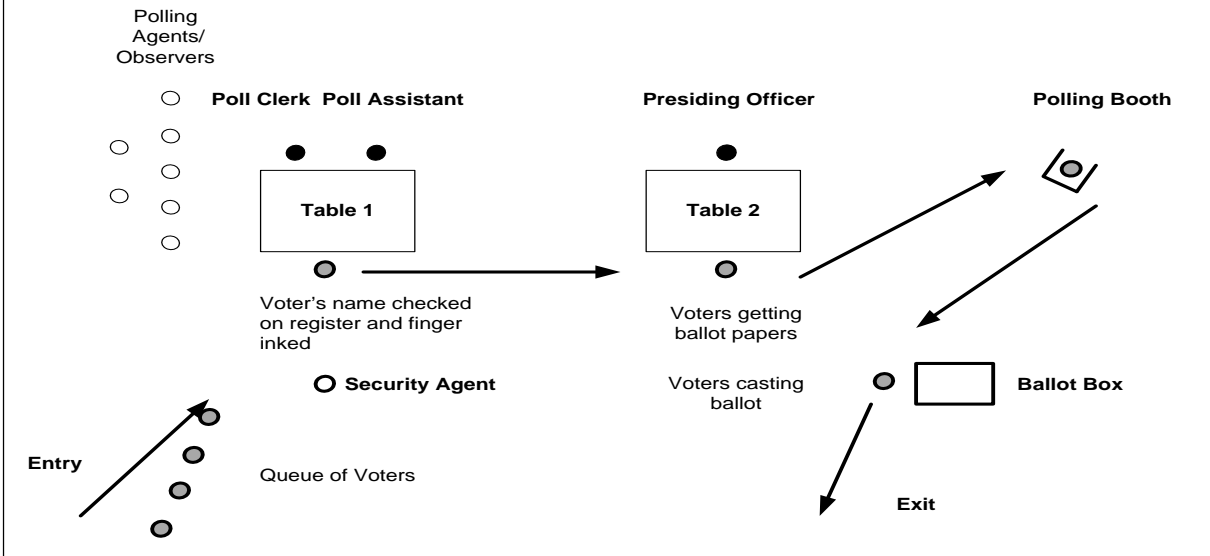
**Step 7: Place** INEC stamp, stamp pad, and biro on Table 2 for use by the PO. (All Sensitive materials shall be kept in the custody of the PO until required)

**Step 8: Allow** the accredited Polling Agents, Observers and Journalists to enter the Polling Station.

### NOTE

**If there are no Polling Agents/Party Agents or Observers present, the Polling Officials shall go ahead with the stated procedure.**

### SAMPLE SET UP OF A POLLING STATION



## Chapter 3: ACCREDITATION OF VOTERS

Accreditation shall commence at a time to be determined by the Commission.

There shall be separate periods for accreditation and voting.

### 3.1 OPENING THE POLLING STATION FOR ACCREDITATION

At the appointed time, the Presiding Officer shall:

**Step 1: Allow** voters into the Polling Station in an orderly queue.

#### NOTE

**In areas of the country where the culture does not permit the mingling of men and women in the same queue, there shall be separate queues for men and women.**

**Step 2: Declare** the Polling Station open for accreditation.

**Step 3: Explain** the accreditation procedure.

### 3.2 ACCREDITATION PROCEDURE

There shall be simultaneous accreditation at all centres.

As the voter presents himself/herself, the Poll Clerk (PC) shall:

**Step 1: Request** for the voter's card.

#### NOTE

**Only a valid voter's card shall be acceptable for accreditation and voting.**

**Step 2: Examine** the voter's card to ascertain that the photo on the Voter's card is that of the voter and that the Polling Station details are correct for that Polling Station.

#### NOTE

**If the polling station Code Number on the voter's card is not the same as the Code Number of your polling station, politely inform the voter that he/she:**

- (i) is at the wrong polling station, and that**
- (ii) in order to vote, he/she must go to the same place that he/she registered.**

**Step 3: Check the register of voters** to confirm that the voter's name, photo and Voter Identification Number (VIN) as contained on the voter's card are in the Register of Voters.

**Step 4: Tick** to the left of the name of the voter, if the person's name is on the register of voters.

**Step 5: Apply** indelible ink to the cuticle of the appropriate finger on the left hand.

## **APPLYING INDELIBLE INK FOR ACCREDITATION**

**The indelible ink shall be applied on the cuticle of the Voter's :**

- a. left thumb-nail for National Assembly elections.**
- b. left index fingernail for Presidential election.**
- c. left middle fingernail for Governorship and House of Assembly elections.**
- d. left thumb nail for a Presidential runoff election.**
- e. left index finger nail for a Governorship runoff election.**
- f. left middle fingernail for a 2<sup>nd</sup> Presidential runoff election.**
- g. left ring finger nail for a 2<sup>nd</sup> Governorship runoff election.**

### **NOTE**

**If the person's name is not on the register of voters, he/she cannot vote and shall be sent away.**

**Step 6: The PO shall request** the accredited voter to remain within the polling zone for the commencement of voting at a time to be determined by the Commission.

### **3.3 CLOSE OF ACCREDITATION**

At a time to be determined by the Commission, the PO shall:

**Step 1: Declare** accreditation closed.

**Step 2: Direct** the Poll Assistant (PA) or Security Agent to stand behind the last person in the queue to prevent anyone from joining it.

### **NOTE**

**Voters waiting in the queue at close of accreditation shall be accredited but any voter coming after shall not be accredited.**

**Step 3: Count** the number of accredited voters.

**Step 4: Announce loudly** the number of accredited voters and the number of voters in the Register of Voters.

**Step 5: Enter** in Form EC.8A and/or EC.8A(1) "Statement of Result of Poll" the number of voters in the register of voters and the number of accredited voters.

## Chapter 4: VOTING

### 4.1 OPENING THE POLLING STATION FOR VOTING

At a time to be determined by the Commission, the Presiding Officer shall:

**Step 1: Explain** the voting procedure to the voters.

**Step 2: Invite** all voters to form a single queue.

#### NOTE

**Where culture does not allow men and women to mingle in a queue, allow separate queues for men and women.**

**Step 3: Request** the PA or Security Agent to stand behind the last person on the queue to prevent any unaccredited person joining in.

**Step 4: Open** the ballot box and display it to all persons present at the Polling Station to show that the ballot box is empty.

**Step 5: Lock** the ballot box with the seal provided and place the ballot box in the open and most suitable position within the Polling Station.

**Step 6: Place** the ballot papers and tendered ballot papers on the table.

**Step 7: Declare** the poll open.

### 4.2 PROCEDURE

At the commencement of voting, the PO shall:

**Step 1: Invite** the voters in queue to approach the Poll Clerk in an orderly manner.

**Step 2: On presentation** of the voter's card, the PC shall:

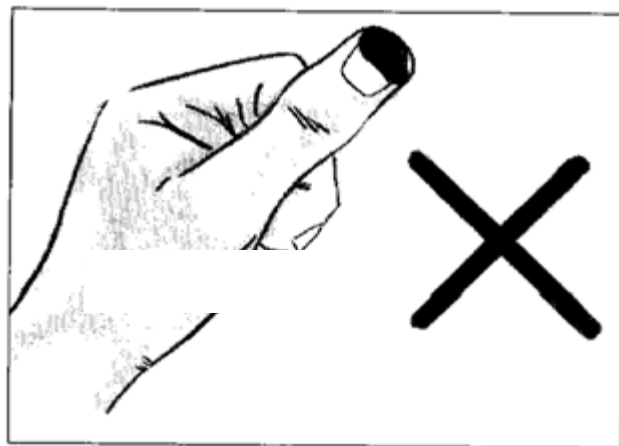
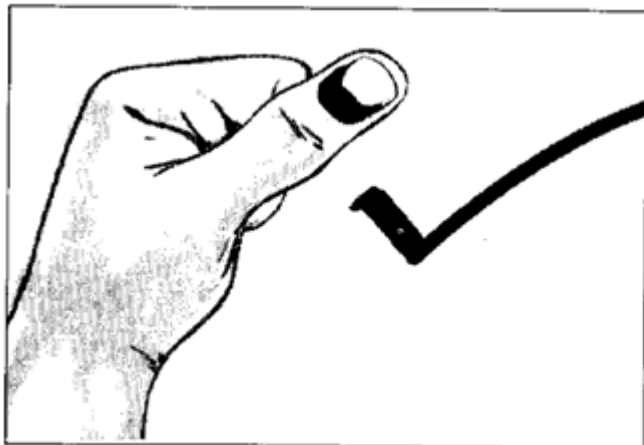
- i) **Check** the appropriate cuticle of the left thumb-nail. .
- ii) On being satisfied that the person before him/her has been duly accredited, **tick** the Register of Voters on the right side of the Voter's name indicating that he/she has voted.
- iii) **Apply** indelible ink on the cuticle of the Voter's right thumb nail for Senate and House of Representatives Election.

#### NOTE

**Before applying the ink, ensure that there is no greasy substance on the voter's thumb or finger. If there is, instruct the voter to clean it before applying the indelible ink.**

## HOW TO APPLY THE INDELIBLE INK

The indelible ink must be applied on the cuticle of the appropriate thumb / finger of the voter's hand according to the type of election



**Step 3:** Invite the voter to move to the PO's table to be issued with a ballot paper.

### APPLYING INDELIBLE INK FOR THE VARIOUS ELECTIONS

The indelible ink shall be applied on the cuticle of the Voter's :

- a. right thumb nail for National Assembly elections.
- b. right index fingernail for Presidential election.
- c. right middle fingernail for Governorship and House of Assembly elections.
- d. right thumb nail for a Presidential runoff election.
- e. right index finger nail for a Governorship runoff election.
- f. right middle fingernail for a 2<sup>nd</sup> Presidential runoff election.
- g. right ring finger nail for a 2<sup>nd</sup> Governorship runoff election.

### NOTE

- a. For voters who have missing Right/Left hand thumb, the Poll Assistant shall apply the indelible ink to the next finger of the respective hand.
- b. If the voter has no Right/Left hand, the Poll Assistant shall apply the indelible ink to the corresponding toes of the voter's Right/Left foot.
- c. If the voter has neither fingers nor toes indelible ink shall be applied on the corresponding toes of the person assisting him/her.
- d. On no grounds should a voter be denied the right to vote owing to disabilities.

## 4.2.1 ISSUING BALLOT PAPERS AND VOTING

### Voting shall be by Open Secret Ballot

The voter shall present himself/herself to the PO as directed by the Poll Officials.

The PO shall:

**Step 1: Prepare** the ballot paper(s) for each of the elections by stamping and signing the back of each ballot paper.

#### NOTE

- a. **Ballot papers must not be stamped and signed in advance.**
- b. **Failure to stamp and sign a ballot paper renders the ballot invalid.**

**Step 2: Fold** the ballot paper(s) vertically with the printed side inwards.

**Step 3: Issue** the endorsed ballot paper(s) to the Voter.

#### BALLOT PAPER SAMPLE

Part Name	Party Logo	Voter's Mark
Party A		
Party B		
Party C		



**PO signs and stamps the back of the ballot paper**



**PO hands vertically folded ballot paper to Voter**

**Step 4: Request** the Voter to:

- i) Move to the Voting cubicle to thumbprint the ballot paper(s) in the space

- provided beside the Party logo of the Voter's choice.
- ii) Fold the ballot papers
- iii) Deposit the thumb-printed ballot paper(s) in the ballot box.

**NOTE**

- a. The thumb-printing of the ballot papers(s) by voters must be done in secret and depositing the ballot(s) in the ballot box done in open view of all persons present.**
- b. Only one voter at a time will be allowed in each compartment of the voting cubicle for thumb-printing the ballot paper(s).**

**PHYSICALLY CHALLENGED PERSONS**

**A voter who is blind or is otherwise unable to distinguish symbols or who suffers any other physical disability is allowed to be accompanied into the polling station and assisted to vote by a person chosen by him/her.**

After casting his/her ballot, the Voter is free to remain within the Polling Zone to witness the sorting and counting of votes and the announcement of scores as long as he/she is orderly..

**SPOILED BALLOT PAPERS**

**If a ballot paper is badly torn by the PO when detaching it from the ballot paper booklet or the ballot paper is by accident dealt with by a Voter in such a manner that the ballot paper cannot be used for voting, the PO shall write the word "Spoiled" on the front of the ballot paper and place it in the envelope provided. The PO shall then issue a fresh ballot paper to the Voter.**

**TENDERED BALLOT VOTING PROCESS**

If a person claiming to be entitled to vote applies for a ballot paper after some other person has voted in the name given by the claimant, he or she shall, upon satisfactory answers given to any questions put to him or her by the Poll Clerk be entitled to receive a ballot paper in the same manner as any other voter; but the ballot paper *shall be a tendered ballot paper*.

In this case, the Poll Clerk shall:

**Step 1: Apply** indelible ink to the cuticle of the appropriate finger nail of the Voter.

**Step 2: Return** the voter's card to the voter and direct the voter to the PO.

**The Presiding Officer shall:**

**Step 3: Write** the name of the Voter and the Voter's number as contained in the Register of Voters on the tendered vote list- Form EC.1 A(1).

**Step 4: Write** the name of the Voter and the voter's number as contained in the

Register of Voters on the back(s) of the tendered ballot paper(s).

**Step 5: Stamp and sign** the back(s) of the tendered ballot paper(s).

**Step 6: Issue** the tendered ballot paper(s) to the Voter.

**Step 7: Request** the Voter to vote by thumb-printing the tendered ballot paper(s).

**Step 8: Request** the Voter to deliver the tendered ballot paper(s) to the PO.

**Step 9: Put** the tendered ballot paper(s), in view of all present, in the envelop provided for tendered ballot paper(s).

**NOTE**

**The Tendered ballot paper(s) shall be counted by the Returning Officer.**

### **4.3 CLOSING THE POLL**

The PO shall:

Not later than (a time to be determined by the Commission), officially announce the close of poll but persons already waiting in queue if previously accredited shall be allowed to vote.

## **Chapter 5: SORTING AND COUNTING OF BALLOTS (VOTES)**

Following the close of poll, the Presiding Officer shall arrange the Polling Station for the sorting and counting of ballots and allow the Polling Agents, Voters and Observers to watch the processes.

### **5.1 PREPARING FOR BALLOT SORTING**

Before opening the ballot box, the PO shall:

**Step 1: Count** the unused ballot papers and record the quantity and serial numbers of the unused ballot papers on Form EC.40A.

**Step 2: Put** the unused ballot papers in the envelope(s) provided.

**Step 3: Count** the counterfoils of the used ballot papers and record the quantity of used ballot papers on Form EC.40A.

**Step 4: Put** the counterfoils of the used ballot papers in the envelope(s) provided.

**Step 5: Count** any spoiled ballot papers. Record the quantity of spoiled ballot papers and their serial numbers on Form EC.40C.

**Step 6: Put** the spoiled ballot papers in the envelope(s) provided.

**Step 7: Cut** the seals to unlock the ballot box(es) and empty the ballot box(es) in full view of all persons present.

### **5.2 SORTING PROCEDURE**

The PO shall:

**Step 1:** For the National Assembly elections, **sort** the ballots for the two elections separating the Senatorial ballots from the House of Representatives ballots.

















**Step 2:** Starting with the House of Representatives, sort out the ballots into separate piles for each party and one pile for rejected ballots.

**Step 3: Write** the word “REJECTED” on the front of every rejected ballot.

















Examples of rejected and valid ballots are given below.

EXAMPLES OF  
**VALID BALLOTS**

(Choice of Voter is Clear)

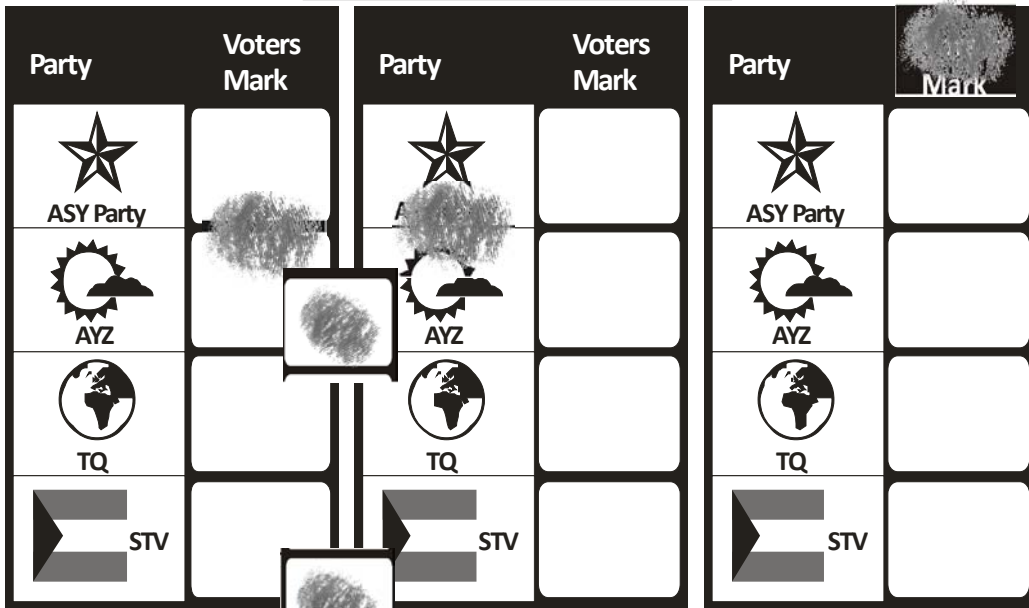
Party	Voters Mark	Party	Voters Mark
 ASY Party		 SY Party	
 AYZ		 AYZ	
 TQ		 TQ	
 STV		 STV	

(Choice of Voter is Clear)

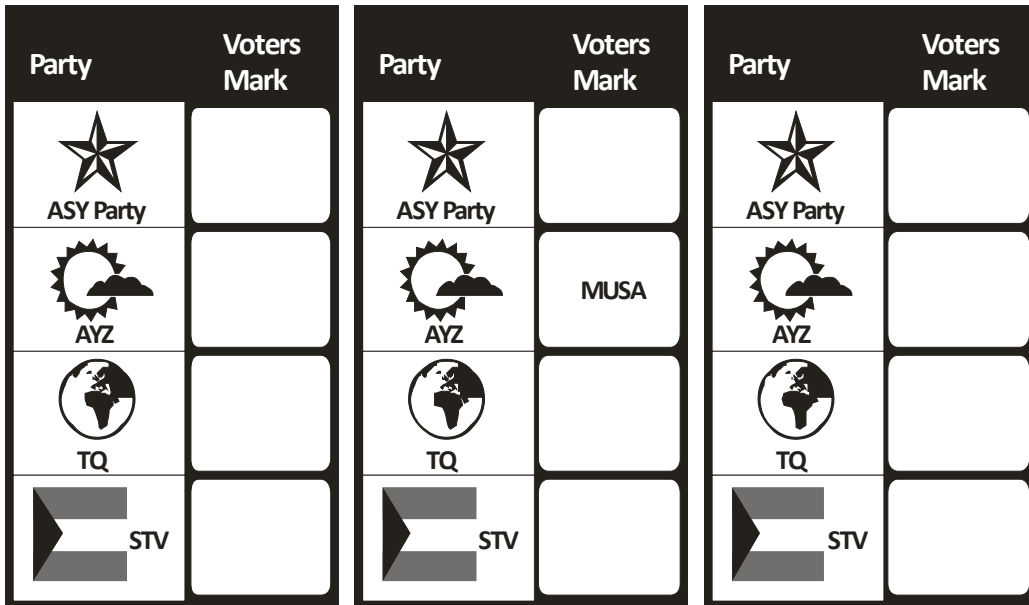
Party	Voters Mark	Party	Voters Mark
 ASY Party		 ASY Party	
 AYZ		 AYZ	
 TQ		 TQ	
 STV		 STV	

# EXAMPLES OF REJECTED BALLOTS

(Choice of Voter is unclear)



(Choice of Voter is unclear)



More than One  
Vote Cast

Vote can be  
Identified

Unmarked ballot

**Step 4:** Show all rejected ballots to the Polling Agents and Observers present.

**NOTE**

**REJECTED BALLOTS**

**A ballot shall be rejected if:**

- a. **The choice of the voter is not clear.**
- b. **The back of the ballot paper has not been stamped and signed by the PO.**
- c. **The ballot is without any thumb-print of a Voter.**
- d. **The ballot contains any writing or mark that identifies the Voter; or**
- e. **The ballot is thumb-printed for a party not contesting the election.**

**Step 5:** Where any objection against such a rejection is raised by a Candidate or Polling Agent, write the words "rejected but objected to" on the front of the ballot.

**Step 6:** Count all rejected ballots and record the quantity of rejected ballots and their serial numbers on Form EC.40B.

**Step 7:** Put all rejected ballots in the envelope(s) provided.

**Step 8:** Count the tendered ballots and record the quantity of tendered ballots on Form EC.40F (Tendered Ballots Statement).

**Step 9:** Put all tendered ballots in the envelope provided.

### **5.3 COUNTING PROCEDURE**

Immediately after sorting of ballots, the PO shall:

**Step 1:** Loudly count the votes scored by each party.

**Step 2:** Write on a sheet of paper the valid votes scored by each party to allow for cross-checking before recording same on Form EC.8A(1 ).

**Step 3:** Verify the results of the poll by adding the following, **to get the number of used ballot papers:**

- a) The number of spoiled ballot papers
- b) The number of rejected ballots; and
- c) The number of valid votes scored by parties.

**The number of used ballot papers (a+b+c) should equal the number of ballot papers issued to the polling station less the number of unused ballot papers.**

**Step 4:** Where the sum of the total number of spoiled 'ballot papers plus rejected ballots plus valid votes does not equal the total number of used ballots, carry out a thorough check and recount.

**Step 5:** Where an anomaly exists, the PO shall **inform** those present of the problem, then **enter** the votes scored by each of the parties and the other information required on Form EC.8A(1 ) and write the words "**ANOMALY EXISTS**" across the form.

- Submit a report along with the ballot papers and the Form EC.8A (1) to the RA/Ward Collation Officer.

**Step 6:** Where the total votes cast at a polling station exceeds the number of registered voters in the polling station, the result of the poll **shall be rendered null and void.**

- Where the result of poll is rendered null and void, the PO shall write the words "**NULL AND VOID**" across the Form EC.8A(1 ).
- Where the result of poll is rendered null and void, the PO shall state the nature of the problem and ensure that this is delivered to the RA/Ward CO.

**NOTE**

**A polling agent/candidate may request a recount. However, such a recount may be done only once.**

**5.4 RECORDING OF VOTES ON FORM EC.8A(1)**

The PO shall:

**Step 1: Fill** in the names and codes of the polling station, RA/Ward, LGA and State.

**Step 2: Record** the number of registered voters as contained in the register of voters.

**Step 3: Refer** to Form EC.40A to record the total number of ballot papers issued to the polling station and the number of unused ballot papers.

**Step 4: Refer** to Form EC.40B to record the number of rejected ballots and Form EC.40C to record spoiled ballot papers.

**Step 5: Record** the valid votes scored by each of the parties in figures and in words in the space provided.

**Step 6: Add up** and record the total valid votes scored by all the parties at the bottom of the form as well as in the box for item 7 at the top of the form.

**Step 7: Add up** the number of spoiled ballot papers plus the number of rejected ballots plus the total valid votes to get the number of used ballot papers and record same in the box provided.

**Step 8: Write** his/her name on the form, stamp, date and sign the form and request the Candidate/polling agents present to countersign the form.

**NOTE**

**Refusal of any candidate or polling agent to countersign Form EC.8A(1) will not invalidate the result of the poll.**

**Step 9: Loudly announce** the result of the poll at the polling station for the information of those present.

**Step 10: Give** a duplicate copy of the completed Form EC.8A (1 ) to each of the Polling

Agents and Police present at the Polling Station.

**Step 11: Complete** the Result Poster Form EC.60E and post it at a conspicuous place in the Polling Station.

**NOTE**

- a. **Complete the entire procedure for sorting and counting of ballots as well as filling the poll result forms and announcing and posting the result of poll for the House of Representatives Election before doing same for the Senatorial Election.**
- b. **For the National Assemble Elections, the PO shall use Form EC8A for Senatorial Election and EC.8A(1) for House of Representatives Election.**

## **5.5 PACKING UP**

Following the completion of counting and recording of the votes on Form EC.8A and/or EC.8A (1), the PO shall:

**Step 1: Put** the original of Form EC. 8A and/or EC.8A(1) in the tamper-proof envelope(s) Statement of Result of Poll from the Polling Station)

**Step 2: Put** the following items in the respective envelopes provided:

- i) Register of Voters and tendered vote list
- ii) Used ballot papers
- iii) Form EC.40A (Ballot Paper Account and Verification Statement)

**Step 3: Gather** the other envelopes containing the following items which were dealt with during the sorting process.

- i) Unused ballot papers
- ii) Counterfoils of used ballot papers
- iii) Tendered ballot papers and Form EC.40F (Tendered Ballot Statement)
- iv) Rejected and spoiled ballot papers and Form EC.40B and Form EC. 40C respectively ( Statement of Rejected ballot papers and Spoilt ballot papers.)

**Step 4: Put** the following envelopes in the **ballot box**:

- i) Envelope(s) containing the counterfoils of the used ballot papers.
- ii) Envelope(s) containing the used ballot papers

**Step 5: Seal** the ballot box with the seals provided.

**Step 6: Put** all the remaining envelopes in the INEC bag:

- i) Tamper-proof envelope containing the original copy of Form EC.8A and/or EC.8A(1) where applicable.
- ii) Envelope containing the register of voters and the Tendered Vote List
- iii) Envelope containing Form EC.40A.
- iv) Envelope(s) containing unused ballot papers.

- v) Envelope(s) containing tendered ballot papers and Form EC.40F.
- vi) Envelope(s) containing rejected and spoiled ballot papers and Form EC.40B and EC.40C respectively.
- vii) All extra copies of Form EC.8A and/or EC.8A(1) and all miscellaneous materials, such as the INEC stamps, indelible ink, stamp pads and biros etc.

**Step 7: Proceed** immediately to the RA/Ward Collation Centre and no where else, accompanied by the Poll Clerk, Poll Assistant, Polling Agents and Security Agents with the:

- i) INEC Bag
- ii) Ballot box
- iii) Voting cubicle

**Step 8: Submit** the completed original copies of Form EC.8A and/or EC.8A(1 ) contained in the tamper-proof envelop to the RA/Ward CO and all other materials to the SPO.

### **What if election is cancelled or did not hold?**

#### **NOTE:**

**For Polling Units where election is not held or cancelled, the PO shall report same in writing to the RA/Ward CO explaining the nature of the problem.**

## **Chapter 6: COLLATION AND DECLARATION OF RESULTS**

The collation and declaration of election results shall be done at any of the following levels depending on the type of election:

- Registration Area – RA/Ward
- Local Government Area - LGA
- State Assembly Constituency
- Federal (House of Representatives) Constituency
- Senatorial District
- State
- National

### **6.1 NATIONAL ASSEMBLY ELECTIONS**

#### **6.1.1 Collation of Results at RA/Ward Level**

The collation of results at the RA/Ward level shall be done by the RA/Ward Collation Officer at the RA/Ward Collation Centre using Forms EC.8B (Senatorial) and EC.8B(1) (House of Representatives).

The RA/Ward Collation Officer shall:

**Step 1: Receive** Forms EC.8A and EC.8A (1) and any report of anomalies from the Presiding Officers from all the polling stations within the Registration Area/Ward.

**Step 2:** Record using Form EC.8B(Senatorial) and EC.8B(1) (House of Representatives), the following information contained in Forms EC.8A and Forms EC.8A(1) from all Polling Stations:

For Each Polling Station:

- Valid votes scored by each Political Party
- Rejected votes
- Votes cast (rejected and valid)

**Step 3: Add up** the polling station results above to get, the Registration Area/Ward:

- Total votes scored by each Political Party
- Total rejected votes
- Total votes cast for all the parties plus total rejected votes

**Step 4: Announce** the total votes scored by each Political Party in the Registration Area /Ward; the total rejected votes; and the total votes cast for all the parties plus

total rejected votes.

**Step 5: Stamp and sign** the completed Forms EC.8B and EC.8B (1) and invite Party Agents present to countersign the forms.

**Step 6: Distribute** copies of Forms EC.8B and EC.8B (1), completed and endorsed, to each Party Agent present and the Police.

**Step 7: Post** the result in the collation centre on Poster EC.60E “Publication of Result of Poll”

**Step 8: Proceed** immediately accompanied by Security Agents and Party Agents to the LGA Collation Centre and deliver:

- The original of Form EC.8B (Senatorial) and the originals of Forms EC.8A to the LGA Senatorial Collation Officer.
- The original of Form EC.8B(1) (House of Representatives) and the originals of Forms EC.8A(1) to the LGA Federal Constituency Collation Officer.

### 6.1.2 Collation of results at the LGA Level

The LGA Senatorial and Federal Constituency Collation Officers will be doing their collation work simultaneously. The steps to be followed are shown below.

#### **The LGA Senatorial District Collation Officer shall:**

**Step 1: Follow** the format of Steps 1 through 7 above. However, collate the results from the Forms EC.8B received from the RA/Ward Collation Officers on to Form EC.8C.

**Step 2: Proceed** immediately accompanied by security agents and/or party agents to the Senatorial District Collation Centre.

**Step 3: Deliver** the originals of Forms EC.8C and EC.8B to the Senatorial District Returning Officer.

#### **The LGA Federal Constituency Collation Officer shall:**

**Step 1: Follow** the format of Steps 1 through 7 above. However, collate the results from the Forms EC.8B(1) received from the RA/Ward Collation Officers on to Form EC.8C(1).

**Step 2: Proceed** immediately accompanied by security agents and/or party agents to the Federal Constituency Collation Centre.

**Step 3: Deliver** the originals of Form EC.8C (1) and Forms EC.8B(1) to the Federal Constituency Returning Officer.

#### **NOTE: What if election is cancelled or not held at the Polling Station or Registration Area/Ward?**

##### **The LGA CO shall:**

- a. **Receive the report in Form EC. 40G (1) From the RA/Ward CO.**
- b. **Complete Form EC. 40G(1)- Summary of Polling Station (Elections not held/cancelled) and sum up the total registered Voters of the affected Polling Stations or RA/Ward.**
- c. **Forward the completed Form EC.40 G (1) to the Senatorial District /Constituency RO.**

### 6.1.3 Collation and Returning of results at the Senatorial District and Federal Constituency Levels

Just as above, the Senatorial and Federal Constituency Returning Officers will be doing their collation work simultaneously. The steps to be followed are shown together below.

#### The Senatorial District Returning Officer shall:

**Step 1: Follow** the format of Steps 1 through 7 in section 6.1.1 above. However, collate the results from Forms EC.8C received from the LGA Senatorial District Collation Officers on to Form EC.8D.

**Step 2: Transfer** the final senatorial result as recorded on Form EC.8D on to Form EC.8E (Senatorial Election).

**Step 3: Complete** the rest of Form EC.8E, stamp and sign the form.

**Step 4: Formally declare** the result of the election and declare the winner.

**Step 5: Distribute** copies of Form EC.8E to the Party Agents and Police.

**Step 6: Deliver** the originals of Forms EC.8B, EC.8C, EC.8D and EC.8E to the Resident Electoral Commissioner (REC).

#### The Federal Constituency Returning Officer shall:

**Step 1: Follow** the format of Steps 1 through 7 above. However, Collate the results from the Forms EC.8C(1) received from the LGA Federal Constituency Collation Officers on to Form EC.8D(1).

**Step 2: Transfer** the final House of Representatives result as recorded on Form EC.8D(1) on to Form EC.8E(1) (House of Representatives Election).

**Step 3: Complete** the rest of Form EC.8E(1), stamp, and sign the form.

**Step 4: Formally declare** the result of the election and declare the winner.

**Step 5: Distribute** copies of Form EC.8E(1) to the Party Agents and Police.

**Step 6: Deliver** the originals of Forms EC.8B(1), EC.8C(1), EC.8D(1) and EC.8E(1) to the Resident Electoral Commissioner (REC).

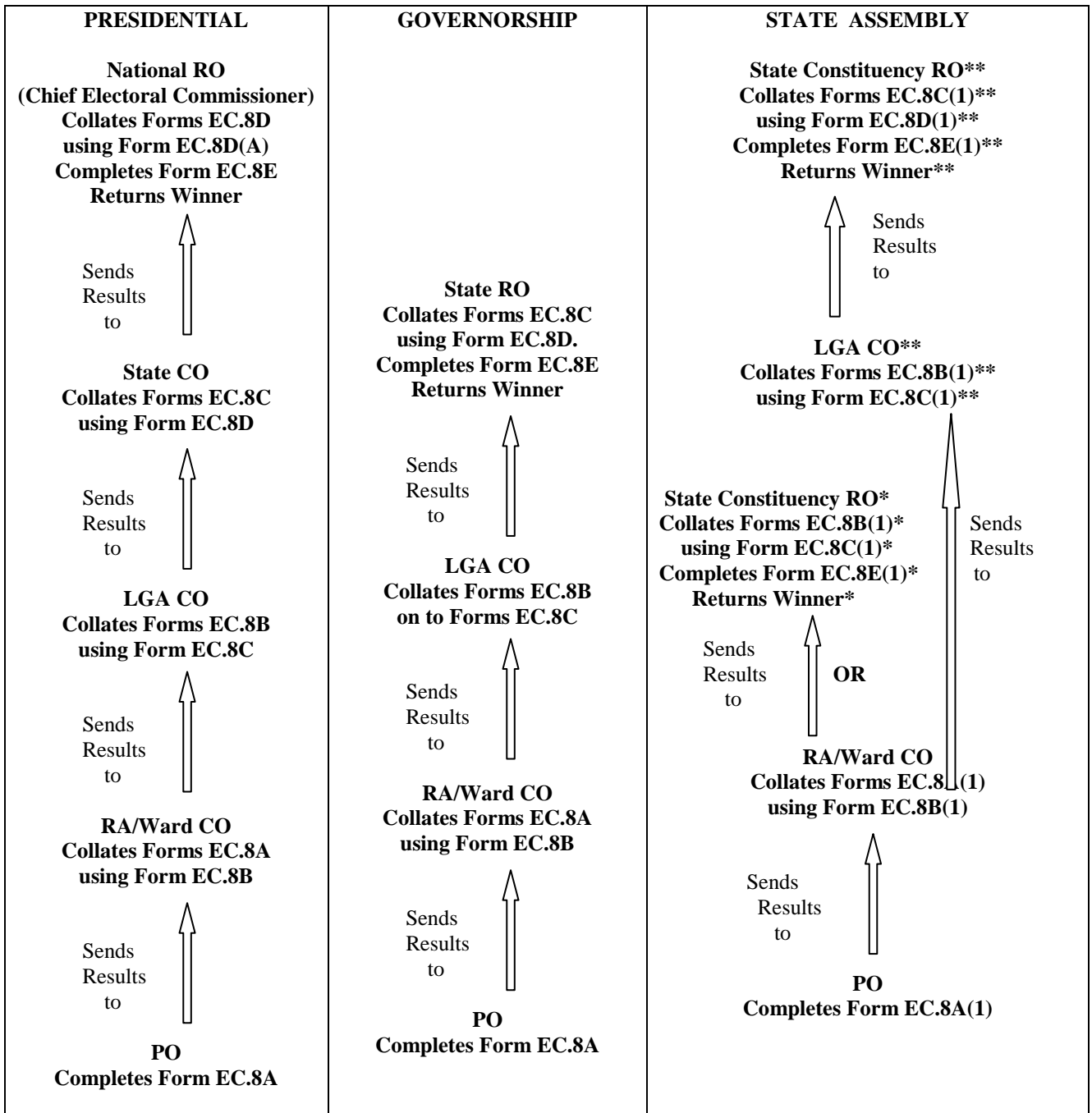
#### NOTE

**Where the margin of win by votes of the leading candidate is not in excess of the total number of registered voters of the Polling Stations where the election was cancelled or not held, there shall be no return for the election until another poll has taken place in the affected Polling Stations**

### 6.1.4 Collation and Returning For All Other Elections.

The procedure for collation and returning for the Presidential Election, Governorship Election, and State Assembly Election will follow the same format as described above for the National Assembly Elections. What changes are the titles of the collation and returning officers, the chain of transmission to the Collation Centres, and the Form codes. Chart 6.1 graphically represents these items for each election type.

**Chart 6.1  
CHAIN OF COLLATING AND RETURNING FOR OTHER ELECTIONS**



For the State Assembly Election, the chain of collating and returning depends on the geographic area covered by the State Constituency. The descriptions marked with one star (\*) are those where the State Constituency is equal to or less than one LGA. The descriptions marked with two stars (\*\*) are those where there are more than one LGA in the State Constituency.

The CO/RO gubernatorial and Presidential elections shall where occasioned, complete the EC 40G (2) and EC 40 G (3) respectively.

The CO/RO at the State Constituency and National levels of collation shall be required where occasioned to complete the EC 40 G (1) and EC 40G (2) respectively.

## Chapter 7: CONFLICT PREVENTION AT THE POLLING STATION

Election conflict can manifest itself in a number of ways and often occurs at registration time, during the candidate selection process, during the election campaign, on Election Day itself at the polling station and when results are declared. In this chapter we shall concentrate on conflict at the polling station.

The following table indicates the types of conflict that might arise at the polling station. The table is intended to assist the Presiding Officer and other election officials to anticipate potential conflict areas and, if possible, prevent them. No attempt is made to be comprehensive and election officials should anticipate and identify other areas of potential conflict themselves.

The best method of preventing conflict at the polling station is for election officials to thoroughly understand the election procedure and to follow the procedures as contained in this manual. Most of the conflict that will arise at the polling station will result from polling agents' and/or voters' lack of understanding of the election process. The election officials should ensure that the polling agents and voters understand the election procedure and, before opening the polling station, should explain the procedure to the polling agents and voters present. Election officials should ensure that the environment at the polling station remains calm and that the election process proceeds in an orderly manner.

Attempts should be made to prevent conflict degenerating turning into violence and poll workers may need to be courageous in performing their duties in difficult circumstances. The security agents should be used when necessary, and poll workers should avoid putting themselves in danger on Election Day.

**Table 7.1**

### **Conflict Prevention: Possible causes of Disputes, Consequences, Solutions and Parties Involved.**

<b>Possible Causes of Disputes</b>	<b>Parties Involved</b>	<b>Possible Consequences</b>	<b>Possible Solutions</b>
<b>Relating to Electoral Materials</b>			
Delay in arrival of electoral materials on election day	Polling Agents Voters	Polling stations not opening at an appropriate time	<ul style="list-style-type: none"> <li>▪ Explain situation to all present.</li> <li>▪ Contact the SPO or INEC to obtain the materials.</li> </ul>
Inadequate electoral materials e.g. ballot papers etc.	Polling Agents Voters	Voting is interrupted when ballots are exhausted.	<ul style="list-style-type: none"> <li>▪ Check materials when received to ensure you have sufficient ballot papers (equal to or exceeding the number of</li> </ul>

			registered voters)
Electoral materials are stolen/snatched		Voting can be disrupted or discontinued.	<ul style="list-style-type: none"> <li>▪ Inform INEC</li> <li>▪ Involve the Security Agents.</li> </ul>
<b>Relating to Voting and Voters</b>			
Voters complain about delays and long queues.	Polling Agents  Voters	Voters disrupt polling.	<ul style="list-style-type: none"> <li>▪ Listen carefully to the voters.</li> <li>▪ Review set-up to see if process can be speeded up.</li> <li>▪ Explain to voters that all eligible voters in the queue at an appointed time will be accredited and all accredited voters in the queue at a time to be announced by the Commission will be able to vote.</li> <li>▪ Advise the security agents to be aware of their responsibilities.</li> </ul>
Election officials are accused of improper conduct.	Election Officials  Polling Agents  Voters  Observers	Disruption of voting.	<ul style="list-style-type: none"> <li>▪ Listen carefully to the accusations</li> <li>▪ Investigate – refer to the list of election offences contained in this manual.</li> <li>▪ If the accusations are not valid, explain that proper procedures have been followed – referring to this manual as necessary</li> <li>▪ If the accusations are valid remove the offending official and contact INEC.</li> </ul>

Voter's name does not appear in the voters register but	Voters	Disruption of voting	<ul style="list-style-type: none"> <li>▪ Check that the voter is at the polling station where he/she registered. If not,</li> </ul>
---	--------	----------------------	---

the voter has a voter's card			<p>send voter to proper polling station</p> <ul style="list-style-type: none"> <li>▪ If voter's name is not on register, he/she cannot vote and must be politely sent away.</li> </ul>
Voter has no voter's card	Voters	Disruption of voting	<ul style="list-style-type: none"> <li>▪ Explain politely that the voter shall not be allowed to vote.</li> </ul>
<b>Relating to Polling Agents and Parties</b>			
Campaigning is conducted in or near the polling station.	Parties Candidates	Disruption of voting	<ul style="list-style-type: none"> <li>▪ Investigate - refer to the list of offences contained in this manual.</li> <li>▪ Request the Security Agent to act and/or contact the Police.</li> <li>▪ Call the attention of the persons campaigning to the fact that the law prohibits it.</li> </ul>
Polling agents interfere with the voting process	Polling Agents Voters	People are unable to mark their ballot papers in secret.	<ul style="list-style-type: none"> <li>▪ Remind the polling agents of their role</li> <li>▪ If necessary, request the security agent to remove the offending people from the polling station.</li> </ul>
Polling agents do not appear to be properly informed of their role.	Polling Agents	Interference in the process  Disruption of voting	<ul style="list-style-type: none"> <li>▪ Educate the polling agents about their role in the manual.</li> <li>▪ Inform them of Election Day procedure</li> </ul>
<b>Relating to Security Agents</b>			
Security agents are accused of favouring a particular party and/or interfering with the voting process and/or acting with undue force.	Security Agents Polling Agents Voters	Interference in the process  Disruption of voting	<ul style="list-style-type: none"> <li>▪ Investigate to determine validity of accusation</li> <li>▪ If accusation is valid, the PO shall order the security agent concerned out of the polling station and request a replacement from the Security Agency.</li> <li>▪ Contact INEC for</li> </ul>

			assistance
<b>Relating to the Counting Process</b>			
Polling Agents and voters complain about the length of time needed to sort and count the ballots.	Polling Agents Voters	Further delay of the counting process  Disruption of, the counting process.	<ul style="list-style-type: none"> <li>▪ Organize the polling station to allow the orderly sorting and counting of ballots.</li> <li>▪ Explain the process to those present.</li> <li>▪ Announce the results and distribute the results forms as soon as counting is completed and verified.</li> </ul>
Problems with rejected ballots.	Polling Agents	Disruption of, the counting process.  Polling agents do not accept the results.	<ul style="list-style-type: none"> <li>▪ Using the manual as necessary, explain to the agents criteria for rejecting a ballot and their right to object.</li> </ul>
Problems with the tabulation of results.	Polling Agents	Disruption of, the counting process.  Polling Agents do not accept the results.	<ul style="list-style-type: none"> <li>▪ Check to ensure the correct recording of the number of ballot papers issued to the polling station, used and unused ballot papers</li> <li>▪ Explain the process to agents and voters present</li> <li>▪ If problem still exists with the calculation, submit a report to the RA (Ward) Collation Officer.</li> </ul>

## **Chapter 8 : ELECTION OFFENCES**

### **8.1 DERELICTION OF DUTY BY ELECTION OFFICIALS**

Under Section 123 of the Electoral Act 2011 as amended, the following Acts amount to dereliction of duty on the part of the election officials and are punishable by imprisonment, a fine or both.

#### Section 123: Dereliction of Duty

(1) Any officer appointed for the purposes of this Act, who without lawful excuse does any act or omits to act in breach of his official duty commits an offence and is liable on conviction to a maximum fine of N500,000 or to imprisonment of 12 months or both.

(2) Any polling officer who fails to report promptly at his polling station on an election day without lawful excuse commits an offence of dereliction of duties and is liable on conviction to a maximum fine of N500,000 or 12months imprisonment or both.

(3) Any polling officer who fails to discharge his lawful duties at his polling station without lawful excuse commits an offence of dereliction of duties and on conviction is liable to a maximum fine of N100,000 or 12 months imprisonment or both.

(4) Any person who announces or publishes an election result knowing the-same to be false or which is at variance with the signed certificate of return commits an offence and is-liable on conviction to 36 months imprisonment.

(5) Any returning officer or collation officer who delivers or causes to be delivered a false certificate of return knowing the same to be false to the Commission or a State Independent Electoral Commission, commits an offence and is liable on conviction to a maximum imprisonment-for 3 years without an option of fine.

(6) Any person who delivers or causes to be delivered a false certificate of return knowing the same to be false to any news media commits an offence and is liable on conviction to imprisonment for 3 years."

### **8.2 OFFENCES BY POLITICAL PARTIES, CANDIDATES, VOTERS AND THE PUBLIC**

Sections 126, 127, 128 and 129 of the Electoral Act 2010 set out a variety of offences that can be committed by "any person."

#### Section 126: Wrongful Voting and false statements

Any person who:

Votes at an election or induces or procures any person to vote at an election, knowing that he or such person is prohibited from voting thereat; or before or during an election,

publishes any statement of the withdrawal of a candidate at such election knowing it to be false or reckless as to its truth or falsity: or before or during an election publishes any statement as to the personal character or conduct of a candidate calculated to prejudice the chance of election of the candidate or to promote or procure the election of another candidate and such statement is false and was published without reasonable grounds for belief by the person publishing it that the statement was true, commits an offence and is liable on conviction to a maximum fine of N100,000 or to imprisonment for a term of 6 months or both.

#### Section 127: Voting of unregistered Person

(1) Any person who knowingly votes or attempts to vote in a constituency in respect of which his name is not on the register of voters commits an offence and is liable on conviction to a maximum fine of N100,000 or to imprisonment for a term of 6 months or both.

(2) Any person who knowingly brings into the polling station during an election a voters card Issued to another person commits an offence and is liable on conviction to a fine of N100,000 or to imprisonment for 6 months or both.

#### Section 128: Disorderly conduct at elections

Any person who at an election acts or incites others to act in a disorderly manner commits an offence and is liable on conviction to a maximum fine of N500,000 or imprisonment for a term of 12 months or both.

#### Under Section 129 (1): Offences on election day

No person shall on the date on which an election is held do any of following acts or things in a Polling Station or within 300metres of a Polling Station:

- i) Canvass for votes;
- ii) Solicit for the vote of any voter;
- iii) Persuade any voter not to vote for any particular candidate;
- iv) Persuade any voter not to vote at the election;
- v) Shout slogans concerning the election;
- vi) Be in possession of any offensive weapon or wear any dress or having any facial or other decoration which in any event is calculated to intimidate voters;
- vii) Exhibit, wear or tender any notice, symbol, photograph or party card referring to the election;
- viii) Use any vehicle bearing the colour or symbol of a political party by any means whatsoever;
- ix) Loiter without lawful excuse after voting or after being refused to vote;
- x) Snatch or destroy any election materials; and
- xi) Blare siren.

Section 129: (2) No person shall in the vicinity of a polling unit or collation centre on the day of which an election is held:

- i) Convene or hold or attend any public meeting during the hours of poll as may be prescribed by the Commission;
- ii) Unless appointed under this Act to make official announcements, operate any megaphone, amplifier or public address apparatus; or
- iii) Wear or carry any badge, poster, banner, flag or symbol relating to a political

party or the election.

Section: 129 (3) Any person who contravenes any of the provisions of this Section commits an offence and is liable on conviction to a fine of N100,000 or imprisonment for 6 months for every such offence.

Section: 129 (4) Any person who snatches or destroys any election materials, commits an offence and is liable on conviction to 24 months imprisonment.

**The Presiding Officer shall request the security agent present to arrest any person committing any of these offences.**



**FORM EC. 17**

**OATH/AFFIRMATION OF NEUTRALITY**

I,.....  
Of .....do solemnly  
swear/affirm that:

1. I will at all times be faithful to the Federal Republic of Nigeria;
2. As.....I will discharge duties to the best of my ability in accordance with the constitution of the Federal Republic of Nigeria, the Electoral Act and the Guidelines issued by the Independent National Electoral Commission
3. I will do right to all candidates and Political Parties according to law without fear or favour, affection or ill will.

So help me God.

**Deponent**

Sworn to/Affirm at the .....High Court Registry

This.....day of .....2011

Signature.....

**Before me:**

**Commissioner for Oaths**



**FORM EC. 25 B**

**ELECTORAL MATERIAL RECEIPT**

STATE.....Code.....
LGA.....Code.....
Reg. Area .....Code.....
Polling Unit-Station.....Code.....

I, .....of.....  
(address)

duly appointed as.....

For.....  
(Registration/Polling Unit)

Have received the following materials and equipment from:

Name: .....

Address: .....

Designation:.....

(Eg: Task Force/ Supervisory Presiding Officer/ Electoral Officer/ Resident Electoral Commissioner)

S-N	Item	Quantity	Remarks
1		1	
2		2	
3		3	
4		4	

Name of Collector.....Signature of Collector.....

Date.....



**FORM EC. 40 C**

STATEMENT OF UNUSED AND SPOILT BALLOT PAPERS

**Polling Station** ..... **Code**


  
**Registration Area (Ward)** ..... **Code**


  
**Local Government Area** ..... **Code**


  
**STATE** ..... **Code**


  
 (A) Type of Election.....  
 (B) Date of Election.....  
 (C) Quantity of Spoilt Ballot Papers.....  
 (D) Quantity of Rejected Ballots.....

SERIAL NUMBERS OF			
	UNUSED BALLOT PAPER(S)		SPOILT BALLOTS
1		1	
2		2	
3		3	
4		4	
<b>Total</b>		<b>Total</b>	

GRAND TOTAL.....

I ..... hereby certify the information contained in this Form.  
*Name of Presiding Officer*

.....  
*Stamp / Signature of presiding Officer* ..... *Date*



**FORM EC 40D**

**UNDERTAKING WITH REGARDS TO IMPERSONATION**

STATE.....

CONSTITUENCY.....

POLLING UNIT CODE.....

I, .....  
*(Full Names)*

of.....  
*(Address)*

Polling Agent for: .....  
*(Names of Candidates and Political Parties)*

hereby declare that I have reasonable cause to believe that the person applying for a ballot paper in the name of:  
.....  
*(Name given by the applicant)*

whose number on the register of voter:.....  
has committed n offence of impersonation and I undertake to substantiate the charge in a court of law

DATED this.....Day of.....2011

Signed by the above named  
Polling Agent in my presence

.....  
*Signature of Polling Agent*

.....  
*Name & Signature of Presiding Officer*



**FORM EC. 40E**

**AUTHORITY TO REMOVE PERSONS BEHAVING IN A DISORDERLY MANNER**

STATE.....

CONSTITUENCY.....

NAME OF POLLING UNIT CODE.....CODE: .....

I, .....

*(Full Name of the Presiding Officer)*

Presiding Officer in Charge of this Polling Unit, hereby authorize you

.....

*(Name of Person authorized)*

To remove from Polling Unit any person whose removal I order on the grounds that he has mis-conducted him/herself or has failed to obey any lawful order by me.

DATED this.....Day of.....2011

.....  
*Signature of Presiding Officer*



**FORM EC. 1A (1)**

**TENDERDERD VOTE LIST**

**Polling Station** ..... **Code**

--	--	--

**Registration Area (Ward)** ..... **Code**

--	--	--

**Local Government Area** ..... **Code**

--	--	--

**State** ..... **Code**

--	--	--

S/N	VOTER'S CARD No.	SURNAME	OTHER NAMES	MIDDLE INITIAL

I ..... hereby certify the information contained in this Form.  
*Name of Presiding Officer*

.....  
*Stamp/ Signature of Presiding Officer*

.....  
*Date*



**FORM EC. 8A**

**STATEMENT OF RESULT OF POLL FROM POLLING STATIONS**

(ELECTION TO THE SENATE )

**SERIAL No. OF FORM**

<b>Polling Station</b>	-----	<b>Code</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Registration Area (Ward)</b>	-----	<b>--Code</b>	<input type="text"/>	<input type="text"/>	
<b>Local Government Area</b>	-----	<b>Code</b>	<input type="text"/>	<input type="text"/>	
<b>State</b>	-----	<b>-Code</b>	<input type="text"/>	<input type="text"/>	

1. Number of voters on the Register	<input type="text"/>
2. Number of Ballot papers issued to the Polling Station	<input type="text"/>
3. Number of Accredited Voters	<input type="text"/>
4. Number of unused Ballot papers	<input type="text"/>
5. Number of Spoilt Ballot Papers	<input type="text"/>
6. Number of Rejected Ballots	<input type="text"/>
7. Number of Total Valid Votes /sum of Valid Votes cast for all parties	<input type="text"/>
8. Total Number of Used ballot Papers/sum of #4 + #5 + #6 + # 7 above	<input type="text"/>

S/N	Party	Votes Scored		Names/Signature of Polling Agent
		In Figures	In Words	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>TOTAL VALID VOTES</b>		<b>Record total valid votes under # 7 above</b>		

I ----- hereby certify that the information contained in the Form is a true and accurate account of votes cast in this (Name of Presiding Officer)

polling station, and that the election was **CONTESTED / NOT CONTESTED**

-----  
*Stamp/ Signature of Presiding Officer*

-----  
*Date*



**FORM EC. 8A (1)**

**STATEMENT OF RESULT OF POLL FROM POLLING STATIONS**

(HOUSE OF REPRESENTATIVES )

<b>SERIAL No. OF FORM</b>
---------------------------

**Polling Station** ----- **Code**

--	--	--

**Registration Area (Ward)** ----- **--Code**

--	--

**Local Government Area** ----- **Code**

--	--

**State** ----- **-Code**

--	--

8. Number of voters on the Register	<input type="text"/>
9. Number of Ballot papers issued to the Polling Station	<input type="text"/>
10. Number of Accredited Voters	<input type="text"/>
11. Number of unused Ballot papers	<input type="text"/>
12. Number of Spoilt Ballot Papers	<input type="text"/>
13. Number of Rejected Ballots	<input type="text"/>
14. Number of Total Valid Votes /sum of Valid Votes cast for all parties	<input type="text"/>
9 Total Number of Used ballot Papers/sum of #4 + #5 + #6 + # 7 above	<input type="text"/>

S/N	Party	Votes Scored		Names/Signature of Polling Agent
		In Figures	In Words	
9.				
10				
11				
12				
13				
14				
15				
16				
<b>TOTAL VALID VOTES</b>		<b>Record total valid votes under # 7 above</b>		

I ----- hereby certify that the information contained in the Form is a true and accurate account of votes cast in this (Name of Presiding Officer)

polling station, and that the election was **CONTESTED / NOT CONTESTED**

-----  
*Stamp/ Signature of Presiding Officer*

-----  
*Date*



**FORM EC. 40F**

**INDEPENDENT NATIONAL ELECTORAL COMMISSION**

**TENDER BALLOT STATEMENT**

<b>Polling Station</b>	-----	<b>Code</b>	<input type="text"/>
<b>Registration Area (Ward)</b>	-----	<b>Code</b>	<input type="text"/>
<b>Local Government Area</b>	-----	<b>Code</b>	<input type="text"/>
<b>State</b>	-----	<b>Code</b>	<input type="text"/>

Complete sections 1 and 2 bellow if two elections are being held at the same time.  
If one Election is being held, complete Section 1 only.

**Section 1: Type of Election** -----

Part A: Fill out before the Opening of the Poll

1 Serial Numbers of Ballots Papers Issued to the Polling Station.....to.....

2 Quantity of Tendered Ballot Papers Issued to the Polling Station

---

Part B: Fill at the Close of Poll

3. Serial Numbers of Unused Tendered Ballot Papers  
.....to.....

4. Quantity of Unused Tendered Ballot Papers

5. Quantity of Used Tendered Ballot Papers

6. Total Number of Unused + Used Tendered Ballot Papers (add #4 + #5 above)

(Should equal the Quantity of Tendered Ballot Papers Issued to the Polling Station – see Part A, #2)

**Section 2: Type of Election** -----

Part A: Fill out before the Opening of the Poll

3 Serial Numbers of Ballots Papers Issued to the Polling Station.....to.....

4 Quantity of Tendered Ballot Papers Issued to the Polling Station

---

Part B: Fill at the Close of Poll

3. Serial Numbers of Unused Tendered Ballot Papers  
.....to.....

4. Quantity of Unused Tendered Ballot Papers

5. Quantity of Used Tendered Ballot Papers

6. Total Number of Unused + Used Tendered Ballot Papers (add #4 + #5 above)

(Should equal the Quantity of Tendered Ballot Papers Issued to the Polling Station – see Part A, #2)

I ----- hereby certify the information contained in this Form.  
*Name of Presiding Officer*

-----

*Stamp / Signature of presiding Officer*



**FORM EC. 40A**

**BALLOT PAPER ACCOUNT AND VERIFICATION STATEMENT**

<b>SERIAL No. OF FORM</b>
---------------------------

<b>Polling Station</b> .....	<b>Code</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Registration Area (Ward)</b> .....	<b>Code</b>	<input type="text"/>	<input type="text"/>	
<b>Local Government Area</b> .....	<b>Code</b>	<input type="text"/>	<input type="text"/>	
<b>State</b> .....	<b>Code</b>	<input type="text"/>	<input type="text"/>	

Complete sections 1,2 and 3 bellow if two or more elections are being held at the same time.  
If one Election is being held, complete Section 1 only.

<b>Section 1: Type of Election</b> .....	
<b>Part A: Fill out before the Opening of the Poll</b>	
1. Serial Numbers of ballots papers Issued to the Polling Station.....to.....	<input type="text"/>
2. Quantity of ballot papers Issued to the Polling Station	<input type="text"/>
<b>Part B: Fill at the Close of Poll</b>	
3. Serial Numbers of Unused ballot Papers .....to.....	<input type="text"/>
4. Quantity of Unused Ballot Papers	<input type="text"/>
5. Quantity of Used Ballot Papers	<input type="text"/>
6. Total Number of Unused + Used Ballot papers (add #4 + #5 above) (Should equal the Quantity of ballot Papers Issued to the Polling Station – see Part A, #2)	<input type="text"/>

<b>Section 2: Type of Election</b> .....	
<b>Part A: Fill out before the Opening of the Poll</b>	
1. Serial Numbers of ballots papers Issued to the Polling Station.....to.....	<input type="text"/>
2. Quantity of ballot papers Issued to the Polling Station	<input type="text"/>
<b>Part B: Fill at the Close of Poll</b>	
3. Serial Numbers of Unused ballot Papers .....to.....	<input type="text"/>
4. Quantity of Unused Ballot Papers	<input type="text"/>
5. Quantity of Used Ballot Papers	<input type="text"/>
6. Total Number of Unused + Used Ballot papers (add #4 + #5 above) (Should equal the Quantity of ballot Papers Issued to the Polling Station – see Part A, #2)	<input type="text"/>

I ..... hereby certify the information contained in this Form.

*Name of Presiding Officer*

*Stamp / Signature of presiding Officer*

*Date*





FORM EC. 40G (1)

INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF REGISTERED VOTERS OF PUs (ELECTION NOT HELD/CANCELLED)

ELECTION TO THE \_\_\_\_\_

COLLATION AT LGA LEVEL

STATE \_\_\_\_\_ CODE \_\_\_\_\_ LGA \_\_\_\_\_ CODE \_\_\_\_\_

Table with 5 columns: S/NO, REGISTRATION AREAS (WARDS) (NAME, CODE, NO OF POLLING UNITS AFFECTED), and NO OF REGISTERED VOTERS (For the Affected Polling Units). Includes a TOTAL row at the bottom.

NAME OF COLLATION OFFICER \_\_\_\_\_

TIME \_\_\_\_\_

SIGNATURE/DATE \_\_\_\_\_

STAMP \_\_\_\_\_



**FORM EC. 40G (2)**

**INDEPENDENT NATIONAL ELECTORAL COMMISSION**  
**SUMMARY OF REGISTERED VOTERS OF PUs (ELECTION NOT HELD/CANCELLED)**

**ELECTION TO THE \_\_\_\_\_**

**COLLATION AT CONSTITUENCY LEVEL**

**STATE** \_\_\_\_\_

**CODE** \_\_\_\_\_

**CONSTITUENCY** \_\_\_\_\_

**CODE** \_\_\_\_\_

S/NO	LGAS			NO OF REGISTERED VOTERS <i>(For the Affected Polling Units)</i>
	NAME	CODE	NO OF POLLING UNITS AFFECTED	
<b>TOTAL</b>				

**NAME OF COLLATION OFFICER** \_\_\_\_\_ **TIME** \_\_\_\_\_

**SIGNATURE/DATE** \_\_\_\_\_

**STAMP** \_\_\_\_\_



**FORM EC. 40G (3)**

**INDEPENDENT NATIONAL ELECTORAL COMMISSION**  
**SUMMARY OF REGISTERED VOTERS OF PUs (ELECTION NOT HELD/CANCELLED)**

**ELECTION TO THE OFFICE OF PRESIDENT**

**COLLATION AT NATIONAL LEVEL**

CONSTITUENCY \_\_\_\_\_

CODE \_\_\_\_\_

S/NO	STATES			NO OF REGISTERED VOTERS <i>(For the Affected Polling Units)</i>
	NAME	CODE	NO OF POLLING UNITS AFFECTED	
<b>TOTAL</b>				

**NAME OF PRESIDENTIAL COLLATION OFFICER:**

**TIME**

**SIGNATURE/DATE:**

**STAMP:**