

# VOTING STATION Do's and Don'ts ON ELECTION DAY

The Presiding Officer is the ultimate authority at a voting station. The decisions taken by the Presiding Officer are final, as long as they are within the parameters of the legal prescripts. A Presiding Officer's decisions can only be reviewed or over-turned by the Commission through the prescribed process. Political parties should know when to lodge objections and the procedure of doing so.



## Do's



## Don'ts

### Voters



- Vote in a Voting District where registered. You should be registered in a Voting District where you live.
- Be 18 years or older, registered to vote or have proof of registration, South African citizen in possession of a green barcoded ID or valid Temporary Identity Certificate (TIC) or smart ID card
- May wear party apparel of their respective parties when

- Do not interrupt the work of voting station staff;
- Do not bring any weapons to the voting station;
- Do not campaign for your political party or candidates within the boundaries of the voting station;
- Do not take a photographic image marked ballot papers.

### Party Agents and Candidates within the boundary of the Voting Station



- Present the letter of appointment as party agent to the presiding officer upon arrival at the voting station;
- Always have the party agent identification tag affixed to your outer clothing on the upper left side of the body;
- Monitor and observe voting, counting processes, determination and declaration of results;
- Lodge objections in a prescribed manner where you believe the Presiding Officer did not apply the prescripts of the law correctly;
- Respect the secrecy of the vote and the right of voters to vote without undue influence;
- Respect the authority of the Presiding Officer as the person in charge of the voting and counting station;
- Respect the right of other party agents and candidates to observe voting and counting processes;
- Avail yourself for consultation on the establishment of the voting station boundaries by the Presiding Officer;
- Maintain an orderly presence within the voting and counting station; and
- Sign the completed result slip to confirm the number votes attributed to your party or candidate.

- Do not wear any party apparel within the voting station boundaries;
- Do not campaign for your party or candidates on election day within the boundaries of a voting station;
- Do not display, or distribute any billboard, poster, placard or pamphlet;
- Do not attempt to induce, influence or persuade a person to vote for or not to vote for a particular party or candidate; and
- Do not attempt to induce, influence or persuade a person not to vote.

### Voting staff (Special Voting)



- Remember to use the double envelopes when conducting special votes both at voting station and during home visits;
- Remember to stamp the back of ballot papers during home visits and at the voting station during special voting.
- Cross the voters name on the voters roll after they have voted and make an annotation SV on the voters roll.

- Do not influence the voter's choice during special voting
- Respect the secrecy of the voter's choice
- Allow the voter some private space to mark the ballot.

### Voting Staff (Voting Day)



- Inform/ brief stakeholders (party agents and candidates) about the process to be followed at every step during voting and counting;
- Check thoroughly if you have received all the necessary materials for that voting station;
- Check the Voting District number and name on the voters roll, maps and security materials;
- Make use of the voting station diary and record all activities at the time they happen, especially the ballot paper statement, parameter reports, ballot box seal numbers and objections;
- Assist voters, on request, to cast their votes;
- Look out for voters who might need special assistance such as People with Disabilities;
- Complete attendance registers and contracts for staff as required;
- Reconcile the special voting home visits list and envelopes with the voters roll at the end of each special voting day;
- Treat voters and stakeholders with dignity and respect; Carry out your duties impartially and fairly;
- Complete the results slip correctly and neatly and allow party agents to sign the result slip against the votes attributed to their party;
- Allow party agents to take a picture of the completed result slips;
- Allow party agents and candidate to observe the voting process openly and transparently without compromising the secrecy of the vote.

- Do not turn away voters who come to the voting station wearing their party regalia;
- Do not turn away voters who do not appear on the voters roll without investigating thoroughly the reasons which might include: registered in another Voting District, on the rejected portion of the voters roll, MEC7 cases, etc.
- Do not stop the voting process because the eZiskan is not working.

AREA MANAGER: .....

TEL: .....



**MUNICIPAL ELECTIONS 2016**



SOUTH AFRICA