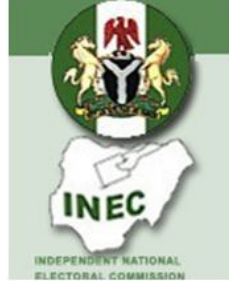


# INDEPENDENT NATIONAL ELECTORAL COMMISSION (INEC)



## **GUIDELINES FOR FIELD OPERATIONS FOR THE 2011 ELECTIONS**

- 1.0 The following elections are statutorily to be conducted by the Commission in accordance with the provisions of 1999 Constitution and 2010 Electoral Act as amended.
- a) Election to the Office of the President
  - b) Election to Membership of the Senate
  - c) Election to Membership of the House of Representatives
  - d) Election to the Office of Governor of a State
  - e) Election to Membership of House of Assembly of a State

**Note:** The Election to the Office of the President or the Governor of a State may proceed to a run-off stage if no clear winner emerges at first ballot as provided by Law.

### **2.0 Date of Elections**

As contained in the timeline issued by the Commission, 2011 General elections are scheduled to hold as follows:

- Saturday 2<sup>nd</sup> April, 2011 - National Assembly Elections
- Saturday 9<sup>th</sup> April, 2011 - Presidential Election
- Saturday 16<sup>th</sup> April, 2011 - Governorship and State Assembly Elections

### **3.0 Allocation of Voters to Polling Units (PUs) and Voting Points (VPs)**

The verified number of Polling Units is 119,973 Nationwide. Polling Units with more than 300 registered voters are to be sub-divided into

**voting points** for ease of accreditation and balloting. A voting point is a location within a PU where accreditation/issuance of ballot papers take place. No voting point should have more than 300 Registered Voters.

#### 4.0 **Polling Station Officials**

Each Polling Unit shall have full compliment of Polling Station officials , that is:

1 Presiding Officer

1 Assistant Presiding Officer I (APOI/Poll Clerk)

1 Assistant Presiding Officer II (APOII/Poll Assistant)

**Note:** Where a voting point has been created in a Polling Unit, such voting point shall have a Poll Clerk and a Poll Assistant working under the same Presiding Officer.

4.1 There shall be one Supervisory Presiding Officer (SPO) for each Registration Area (RA) provided that where a Registration Area has more than 25 Polling Units; there shall be one (1) or more Assistant Supervisory Presiding Officer (ASPO) as the case may be, in the ratio of 1:25. An ASPO shall be so designated from among the Presiding Officers nearest to the Registration Area Collation Centre.

4.2 The SPOs shall be responsible for collection of all election materials from the Electoral Officer (E.O.) for distribution to the Presiding Officers of all the PUs under his or her supervision and the retrieval of same at the end of poll, and where applicable, ASPOs will assist the SPOs in this regard.

#### 5.0 **Accredited Polling/Party Agents and Accredited Observers**

Accredited Polling/Party Agents and Accredited Observers are entitled to observe the distribution of materials, the entire voting, counting and collation processes. They should not however interfere with any of the processes.

## 6.0 **Camping of Officials**

All Electoral Officials i.e. Polling Station officials and Security Agents shall report for camping to their respective Registration Area Collation Centre/Camp **on the eve of polls**. Final attendance will be taken for all personnel before distribution of materials.

In addition, all vehicles engaged for election duty by the Commission shall report at the Registration Area Collation Centre/Camp **on the eve of polls** to facilitate timely deployment of men and materials necessary for preparation and early commencement of poll.

## 7.0 **Accreditation and Voting Processes**

- i. Accreditation shall commence at 8:00am and end at 12:00noon on the day of poll, provided that any voter already on the queue at 12:00 noon shall be accredited.
- ii. Each prospective voter is expected to come with his or her Voter's Card, queue up and have his or her particulars checked on the Register of Voters and the appropriate check-box on the left hand corner of the voters' photograph on the register marked as evidence of accreditation.
- iii. The Voters' Register for each Polling Unit shall be arranged in alphabetic order with the voters surname first, then serially and page numbered.
- iv. Number of registered voters for each PU shall be entered in the appropriate Statement of Result of Poll form i.e. Form EC 8A series.
- v. A simple tag-on number indicating page/serial number (e.g 5/75 indicating Page 5 serial number 75) is affixed to the back of the Voter's Card during accreditation to facilitate easy reference during issuance of ballot papers. Use of masking tape is recommended at one (1) roll per Voting Point.
- vi. Indelible ink shall be applied to the appropriate finger on the left hand as further proof of accreditation.
- vii. Accreditation shall take place at each Polling Unit or Voting Point and will involve all Polling Station Officials.

- viii. The Presiding Officer shall ensure that the Register of Voters is proportionally split among the Voting Points such that no Voting Point shall be more than 300 voters.
- ix. The total number of accredited voters shall be entered into the appropriate Statement of Result of Poll form i.e. Form EC 8A series.

## **8.0 Voting**

- i. All accredited voters shall be invited to queue up at 12:30pm for a final head count which shall be loudly announced by the Presiding Officer.
- ii. The number of voters on queue to vote shall be entered into the Statement of Result of Poll form i.e. Form EC 8A series.
- iii. Ballot papers signed, stamped and dated appropriately for the election shall be issued to the verified accredited voter on queue.
- iv. The voter shall thereafter proceed to the voting cubicle/compartments to make the thumb impression for the party of his choice.
- v. The voter shall proceed to drop the ballot in the Transparent Ballot Box provided for the unit in full view of every person present.
- vi. Voting shall end when the last accredited voter who has been head-counted and on queue has voted.
- vii. After voting, a voter may remain until the votes are announced.

## **9.0 Post Poll Procedure**

After the last person on the queue has voted, the Presiding Officer shall announce the closure of poll and proceed to empty the contents of the box onto the table. He or she will then:

- i. Sort out the ballots for the different election types.
- ii. Sort out the ballots according to parties and those rejected.
- iii. Count the votes for each party loudly.

- iv. Record votes scored by each party in the appropriate Statement of Result of Poll Form i.e the appropriate Form EC 8A series.
- v. Announce the votes scored by each party.
- vi. Sign, stamp and date the Result Form and invite the Party Agents also to sign.
- vii. Distribute a copy of the result to each of the Party Agents and Security Personnel present.
- viii. Post the result of poll using Poster EC 60E.
- ix. Package all materials used and unused in the appropriate envelopes properly sealed and labeled and proceed to the Registration Area Collation Centre
- x. Submit the Original of Statement of Result of Poll to the Registration Area Collation Officer (RACOL).
- xi. Submit the used and unused materials to the Supervisory Presiding Officer (SPO).

## 10.0 **Staffing categories**

### **1. *Returning Officers***

One (1) per election type and Constituency i.e:

- Presidential Election - 1
- Governorship Election - 1 per State
- Senatorial District Returning Officers - 109
- Federal Constituency Returning Officers - 360
- State Constituency Returning Officers - 990

### **2. *Collation Officers***

- Registration Area/Ward Collation Officers (RACOL) - 8809
- LGA/AC Collation Officers - 774
- States/FCT Collation Officers - 37

### **3. *Supervisory Presiding Officers***

- One (1) or more, as the case may be, per Registration Area and two (2) or more in cases of Registration Areas with more than 25 PUs, at the ratio of 1:25 - 9,000

### **4. *Poll Officials***

- Presiding Officers = 119,973
- Poll Clerks = 140,000
- Poll Assistants = 140,000

## **11.0 Levels of Return for each Election**

<b>S/N</b>	<b>Election Type</b>	<b>Venue of Return</b>
1.	Presidential Election	National Collation Centre, Abuja
2.	Governorship Election	State Collation Centre, State Capital
3.	Senatorial District Election (Senate)	Senatorial District Collation Centre (3 per State and 1 for FCT Abuja) Total - 109 Nationwide
4.	Federal Constituency Election (House of Representatives)	Federal Constituency Collation Centre Total 360 Nationwide
5.	State Constituency Election (House of Assembly of a State)	State Constituency Collation Centre Total 990 Nationwide

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