



**KWARA STATE INDEPENDENT
ELECTORAL COMMISSION
(KWSIEC)**

**Training
Manual**

FOR

POLL OFFICIALS

ON

**LOCAL GOVERNMENT
COUNCIL ELECTIONS
2024**



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GLOSSARY

Ballot	A vote recorded in an election
Ballot Box	A container in which voters drop their Ballots
Ballot Paper	An instrument on which a voter marks his/her choice in an election.
Checklist	A list of items or materials to be marked
Collation	Summation of votes scored at an election.
Collation Centre	A designated location where election results are collated.
Collation Officer	An election official to whom the results of poll are returned for Summation
Election	The act of choosing by vote one of the candidates for a position.
KWSIEC	Kwara State Independent Electoral Commission
LGA	Local Government Area (as listed in the 1999 Constitution)
Poll	The process of voting at an election.
Poll Assistant	An official who assists the Presiding Officer in a polling station on election day.
Poll Clerk	An official who assists the Presiding Officer in the conduct of elections in a polling station on election day. Shall take charge of proceedings in the polling station in the absence of the Presiding Officer.
Polling Agent	Any person(s) appointed by a political party to attend at a Polling Station to observe the conduct of elections, May be called Party Agent(s) at a collation centre.
Polling Station	A designated location where a registered voter casts his/her vote(s) on election day.
Poll Official	Any officer of the Commission engaged in the conduct of elections.
Presiding Officer	Poll official in charge of proceedings in a polling station on election day
Registration Area	A defined geographical area with a number of polling stations.
Returning Officer	An election official who collates and declares the results of an election.
Run-Off election	An election held when an earlier election fails to Produce a winner, A run-off election involves the two leading contestants in an earlier election.
Supervisor	Poll official who supervises the conduct of an election in a cluster of polling stations (usually ten).

CHAPTER 1

ELECTION PERSONNEL

1. LIST OF ELECTION PERSONNEL

Presiding Officer (PO)

The Presiding Officer (PO) shall take charge of the proceedings of the elections in a polling station.

Poll Clerk (PC)

The poll clerk shall assist the presiding officer in the discharge of his/her duties and shall take charge of the proceedings of the elections in the polling station in the absence of the presiding officer.

Poll Assistant (PA)

The poll assistant also assists the presiding officer in the discharge of his/her duties.

Supervisory Presiding Officer (SPO)

The Supervisory Presiding Officer (SPO) shall supervise the conduct of the elections in about ten polling stations and shall liaise between the electoral officer and about ten presiding officers under his/her supervision.

Collation Officer (CO)

The Collation Officer shall collate election results.

Returning Officer (RO)

The Returning Officer shall collate and declare the result of the elections.

Electoral Officer (EO)

The Electoral Officer (EO) is the person responsible for the conduct of the elections in his/her Local Government Area (LGA). He/She is assisted by the Assistant Electoral Officer (AEO).

CHAPTER 2

2. DUTIES OF ELECTION PERSONNEL

2.1 Duties of the Presiding Officer

The PO shall:

1. Be in-charge of proceedings at the polling station on election day.
2. Take delivery of all materials for the elections from the Supervisory Presiding Officer (SPO) and keep them securely, especially the ballot papers.
3. Be at the polling station early to set up the center before the commencement of the poll.
4. Supervise the Poll Clerk and Poll Assistant assigned to the polling station.
5. Submit the result of the poll to the Ward Collation Officer.
6. Return election materials to the SPO at the Ward Collation Centre for delivery to the E.O after the elections.
7. Report any security incident to the Security Agent(s) at the polling station and, where necessary, invite the agent(s) to arrest the person committing the offence.

2.2 Duties of the Poll Clerk

The Poll Clerk shall:

1. Work under the supervision of the PO.
2. Assist in collecting materials from the SPO.
3. Check the register to ascertain the eligibility of voters.
4. Assist in sorting and counting of votes.
5. Take charge of the polling station as directed by the PO or when the PO is indisposed while on duty.
6. Assist with the return of the election materials to the SPO.

2.3 Duties of the Supervisory Presiding Officer (SPO)

The SPO shall:

1. Supervise the arrangements for the conduct of the poll in cluster of not more than ten polling stations.
2. Assist in the training of the Presiding Officers, Poll Clerks and Poll Assistants under his/her supervision.
3. Ensure that all sensitive and non-sensitive election materials are available at the assigned polling stations in the right quantities at the right time.
4. Regularly visit the polling stations under his/her supervision to attend to problems during the period of the elections.
5. Ensure that the result of the poll for the assigned polling stations have entered on Forms KWSIEC A and KWSIEC B are submitted to Ward Collation Officer.
6. Ensure that all election materials returned by the Presiding Officer are Submitted. Ensure that all election materials returned by the Presiding Officer are Submitted to the Electoral Officer immediately after the elections.
7. Liaise with the Security Agents to ensure that law and order is maintained within the polling stations under his/her supervision.
8. Be accountable to the Electoral Officer in the discharge of his/her duties.

2.4 Duties of the Electoral Officer (EO)

The EO shall:

1. Receive election materials from the KWSIEC Headquarters and distribute them to and receive them from the SPOs.
2. Conduct training for the SPOs.
3. Supervise the training of the Presiding Officers, Poll Clerks and Poll Assistants by the SPOs.
4. Monitor the elections in the Local Government Area to ensure that they are properly conducted.
5. Report any security concern or incident to the security agencies.
6. Keep securely the ballot boxes and other electoral materials returned.

2.5 Duties of other Election Officials.

Ward Collation Officer	Receive and collate election results from the polling stations at the ward collation centre.
Local Government Area (LGA) Collation Officer	Receive and collate election results from the Ward Collation Officers for the Chairmanship Election.

3. ETHICS OF ELECTION OFFICIALS

The electoral process is to be undertaken in a transparent manner. Therefore, election officials must:

- * Be transparent and neutral
- * Exhibit a high level of integrity;
- * Respect the secrecy of the vote; and
- * Conduct their duties according to the law and KWSIEC guidelines.

4. ACCESS TO POLLING STATIONS AND COLLATION CENTRES

The following categories of persons shall be allowed full access to polling stations and collation centres.

- ✓ Voters

- ✓ KWSIEC Officials on duty

- ✓ Security Agents

- ✓ Accredited Polling (Party) Agents

- ✓ Accredited Journalist

- ✓ Accredited Domestic and International Observers

The Presiding Officers and the Collation/Returning Officers, however, have the right to bar anyone from entering the polling stations and the collation centers should the individual disturb the peace.

/14.1 Rights and Responsibilities of Polling (Party) Agents

The main responsibility of Polling (Party) Agents at the polling stations and collation centers is to observe voting, counting of ballots and the collation and declaration of results on behalf of their parties. With regard to the Polling (party) agents, the presiding officers, collation/returning officers and KWSIEC officials shall:

- ✓ Allow each party to be represented by one Polling (Party) Agent at a time in the polling stations and collation centers.
- ✓ Allow the Polling (Party) Agents access to the polling stations and collation centers and to observe the conduct of the elections and the counting and collation of votes therein.
- ✓ Inspect and ensure that the Letters of Appointment/Accreditation are duly endorsed by their parties letting the polling (party) agents into the polling stations and collation centres.
- ✓ Commence work .even if no polling (party) agent is present in the polling stations and collation centres.
- ✓ Allowing polling (party) agents to call the attention of the Presiding Officer and Collation/Returning Officer to any irregularity.
- ✓ At the polling station, allow Polling (Party) agents to inform the presiding officer if they believe that any voter is under the age of 18 years or has an offence of impersonation
- ✓ Allow polling (party) agents to sign the results forms at the polling station and the collation forms at the collation centres.
- ✓ Distribute signed copies of the polling station results forms and the collation forms to the polling (party) agents.

Polling (party) agents are not allowed to interfere in the conduct of the poll, counting of ballots, or the collation and declaration of results.

Polling (party) agents shall comply with any lawful directive issued by or under the authority of KWSIEC, including an order to leave the polling station or the collation center.

4.2 Rights and Responsibilities of Accredited Observers

Domestic and International Observers have the right to observe voting and counting of ballots at the polling station and declaration of results at the collation centers.

With regard to Observers, the Presiding Officers, Collation/Returning Officers and KWSIEC officials shall:

- ✓ Be satisfied that the Observers are duly accredited.
- ✓ Allow the Observers access to the polling stations and collation centers to observe the conduct of the elections and counting and collation of votes therein.
- ✓ Allow the Observers of call the attention of the Presiding Officer and Collation / Returning Officer to any irregularity.

Observers are not allowed to interfere in the conduct of the poll, counting of ballots, or the collation and declaration of results.

Observers shall comply with any lawful directive issued by or under the authority of KWSIEC, including an order to leave the polling station or the collation centre.

4.3 Responsibilities of Security Agents

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

Security Agents shall:

- ✓ Provide security at the polling stations and collation centers to ensure that the voting, counting of ballots and collation and declaration of results are conducted without any disturbance.
- ✓ Take all necessary measures to prevent violence or any activities that would threaten to disrupt the election.
- ✓ Comply with any lawful directive issued by or under the authority of KWSIEC
- ✓ Ensure the safety and security of all election material by escorting and guarding the materials, as appropriate.

- ✓ Protect the election officials at the polling stations and collation centres.
- ✓ Arrest on the instruction of the Presiding Officer or other KWSIEC officials any person(s) causing any disturbance or preventing the conduct of the exercises at the polling stations and collation centres.
- ✓ At the polling station, inform the presiding officer 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 presiding officer, stand at the end of the queue at the polling station, if any, at 3:00pm prompt, so that no one enters the queue after 3:00pm.
- ✓ Accompany the presiding officer to deliver the election results, ballot boxes and other election materials safely to the Ward Collection Centre.

Security Agents are not allowed to interfere in the conduct of the Poll, counting of ballots or the collation and declaration of results.

CHAPTER 2 ELECTORAL OFFENCES

1. ELECTION OFFICIALS

Under Sections 123-124 of the Electoral Act 2010 the following acts amount to dereliction of duty on the part of the election officials and are punishable by imprisonment or fine or both.

1. Failure to discharge their lawful duties.
2. Failure to report for duty promptly at their polling stations or collation centers on Election Day without lawful excuse.
3. Recording, announcing or publishing an election result knowing same to be false or at variance with the certified return, whether in collusion with others or on their own.
4. Delivering or causing the delivery to the Commission, an election tribunal or any news media of a false certificate or return knowing same to be false.
5. Taking a bribe to be influenced or giving a bribe to influence a person in the discharge of their lawful duties.

2. THE PUBLIC

Under Section 129 of the Electoral Act, 2010 any of the following acts by voters or the public on Election Day in a polling station or within 300 meters of a polling station constitutes an election offence that is punishable either by imprisonment or fine or by both.

1. Canvassing for votes.
2. Soliciting the vote of any voter
3. Persuading any voter not to vote for any particular candidate.
4. Persuading any voter to vote at the election.
5. Shouting slogans concerning the election.
6. Being in possession of any offensive weapons or wearing any dress or having any facial or decoration, which is calculated to intimidate voters
7. Exhibiting wearing or tendering any notice, symbol photograph or card referring to a candidate or political party.
8. Use any vehicle bearing the colour or symbol of a political party.
9. Blaring a siren
10. Convening or holding or attending any public meeting during the hours of the poll.

11. unless appointed by the Commission, making official announcements and operating any megaphone, amplifier or public address apparatus.
12. Voting or attempting to vote when one's name is not in the register of Voters
13. Voting or attempting to vote knowing that he/she is not qualified to vote.
14. Knowingly bringing into the polling station a fictitious voter's card or a voter's card belonging to another person whether that person is living or dead.
15. Erasing or altering any information on the voter's card.
16. Loitering without lawful excuse after voting or after having been refused to vote.
17. Snatching or destroying any election materials.
18. Including or procuring any person to vote at an election at a polling station knowing that such person is not qualified to do so.

The presiding Officer shall request the Security Agent present to arrest any person committing any of these offences.

CHAPTER 3 PREPARING FOR ELECTION DAY

The following procedure shall be followed on the election day.

The Presiding Officer (PO) shall:

Step 1. Receive the NON-SENSITIVE items from the Supervisor.

Presiding Officer (SPO) for use at the polling station.

Step 2. Upon receiving the Non-Sensitive items, verify all items received and then sign Form EC. 25 as a receipt for the items and submit Form EC. 25 to the SPO.

Step 3. Visit the location of his/her polling station to:

1. Identify the most suitable layout of the polling station and
2. Make arrangements for tables and chairs to be used at the polling station on Election Day.

**See the following pages for the CHECKLISTS of Non-Sensitive items that the Presiding Officer will receive on the election day for the:
Chairmanship & Councillorship.**

CHECKLIST
Non-Sensitive Items
CHAIRMANSHIP ELECTION

List	Quantity
Register of Voters	1
 FORMS AND POSTERS	
Form K Affirmation	1
Form L Electoral material receipt	1
Form M (Ballot paper account and verification statement)	1
Form N (Statements of Spoiled Ballot Papers and Rejected Ballots)	2
Form P Tendered ballots statement	1
 Form Q (Tendered vote list)	 1
Polling zone poster	1
Voting Process Poster	1
 MATERIALS	
Envelopes (13):	
For Register of Voters and Tendered	
Voters List	1
For counterfoil of used ballot papers:	
(Chairmanship)	

For tendered ballot papers	1
For used ballot papers:	
For unused ballot papers:	
For spoiled and rejected ballots papers:	
For Form KWSIEC A (Chairmanship Election	1
Indelible ink (to mark the cuticle of the voters' fingers)	1
Endorsing ink (for use with stamp pads)	2
Stamp pad (2 for polling officials, 1 for Polling booth	3
KWSIEC stamp (for stamping voters' Polling booth cards and Ballot papers)	2
Biro	3
Cello tape	1
Ballot box	1
Ballot box seals	8
Polling booth	
Bag	1

CHECKLIST
Non-Sensitive Items
COUNCILLORSHIP ELECTION

List	Quantity
Register of Voters	1
FORMS AND POSTERS	
Form K Affirmation	1
Form L Electoral Material Receipt	1
Form M (Ballot Paper Account and verification statement)	1
Form N (Statements of Spoiled Ballot Papers and Rejected Ballots)	2
Form P Tendered Ballots Statement	1
Form Q (Tendered Vote List)	1
Polling Zone Poster	1
Voting Process Poster	1
MATERIALS	
Envelopes (13):	
For Register of Voters and tendered voters list	1
For counterfoils of used ballot Papers: (Councillorship)	

For tendered ballot papers	1
For used ballot papers:	1
For unused ballot papers:	1
For spoiled and rejected ballots papers:	
Form KWSIEC B	1
Indelible ink (to mark the cuticle of the voters' fingers)	1
Endorsing ink (for use with stamp pads)	2
Stamp pad (2 for polling officials, 1 for polling booth)	3
KWSIEC stamp (for stamping voters' cards and Ballot papers)	2
Biro	3
Cello tape	1
Ballot box	1
Ballot box seals	8
Polling booth	
Bag	1

CHAPTER 4

PREPARING THE POLLING STATION ON ELECTION DAY

1. RECEIVING ELECTION MATERIALS ON ELECTION DAY

- Step:** Arrive at the polling station not later than 7.00am. on election day.
- Step:** Receive the SENSITIVE items for use at the polling station from the SPO.

2. SETTING UP THE POLLING STATION

To set up the polling station for Election Day, the PO shall:

- Step1:** Allow the accredited Polling (Party) Agents, Observers and Journalists to enter the polling station.
- Step2:** Remove all campaign materials, if any, from the polling station.
- NOTE:** If there are no Polling (Party) Agents or Observers Present the PO shall go ahead with the stated procedure
- Step 3:** Arrange the tables and chairs to facilitate easy access for the voters.
- Step 4:** Step up the polling booth in such a way that the voter can mark his/her ballot paper (s) in **SECRET**.
- Step 5:** Put one stamp pad in the polling booth for use by the voter to thumb print the ballot paper(s).
- Step 6:** Hand up the posters for polling Zone, Polling

SET UP OF THE POLLING STATION

Polling (Party)
Agents/Observers

Polling Booth

Poll Clerk

Poll Asst.

Presiding Officer

TABLE 1

TABLE 2

Voter getting
Ballot papers

Voter having his/her
name on the register
checked

Vote Casting
ballot papers

Ballot Box

Station and Voting Process.

- Step 7:** Record the serial numbers and the quantity of the ballot papers issued to the Polling station on Form M.
- Step 8:** Record the serial numbers and the quantity of the tendered ballot papers issued to the polling station on Form P.
- Step 9:** Place the Register of Voters, KWSIEC stamp, stamp pad, endorsing ink, indelible Ink and 2 biros on Table 1 for the use of the Poll Clerk and the Poll Assistant.
- Step 10:** Place the ballot papers, tendered ballot papers, Tendered Vote List, KWSIEC stamp pad, endorsing ink, and biro on Table 2 for use of the Presiding Officer.

3. OPENING THE POLL

The PO shall:

- Step1:** At 8.00am, display the open ballot box to all present at the polling station to show that the ballot box is empty.
- Step2:** Lock the ballot box with the seals provided.
- Step3:** Explain the voting procedure to all present.

CHAPTER 5

VOTING PROCEDURE

1. CHECKING THE NAMES OF THE VOTERS IN THE REGISTER

Step 1: A person shall present him/herself to the pool **Clerk at Table 1** and the poll Clerk shall examine the cuticle of the finger of the person's left hand assigned to the election to see if there is any indelible ink indicating that the person has already voted. If the person has indelible ink on the cuticle of his/her finger assigned to the particular election, the Presiding Officer shall instruct the Security Agent to detain the person for further investigation.

Step 2: The poll Clerk shall request the vote's card from the person. If the Poll Clerk suspects that the person presenting the voter's card is not the rightful owner of the card or is under-age, and/or a Polling (Party) Agent or Security Agent provides information that the person is committing an offence of impersonal or is under-age, the Poll Clerk shall question the person and check his/her particulars supplied against those contained in the register.

- a. If the Poll Clerk and the Polling (Party) Agent/Security Agents are satisfied with the person's answers, the Poll Clerk shall proceed to Step 3
- b. If the Poll clerk is satisfied with the person's answers but the Polling (Party) Agent and Security Agents still object, the Poll Clerk shall write the words "protested against for impersonation/under-age against the person's name in the register. The Poll Clerk shall then proceed to Step 3
- c. If the Poll Clerk is **not satisfied** with the person's answers or if the person admits impersonation or being under-age, the person shall be prevented from voting. The Presiding Officer shall instruct the Security Agent to detain the person for further investigation.

If the person does not have a voter's card, the Poll Clerk shall ask for the person's name, address and age and for other information contained in the register.

- a. If the Poll clerk is satisfied that the person's name is in the register; the Poll Clerk shall proceed to Step 5
- b. If the Poll Clerk is not satisfied with the person's answers, the person shall be prevented from voting. The Presiding Officer shall instruct the Security Agents to detain the person for further investigation.
- c. If the Poll Clerk is not satisfied with the person's answers or if the person admits impersonation or being under age, the person shall be prevented from voting. The Presiding Officer shall instruct the security agent to detain the person for further investigation.

- Step 3:** The poll Clerk shall check the back of the voter's card to ascertain that the card has not been already stamped and signed for the election. If the voter's card is stamped/signed, the person shall be prevented from voting. The Presiding Officer shall instruct the Security Agent to detain the person for further investigation.
- Step 4:** The Poll Clerk shall check the voter's register to confirm that the person's name and number as contained on the voter's card are in the register.
- * If the voter's name is not in the register, the tendered ballot voting process on page 12 of this manual shall be followed
 - * If the voter's name on the register has been marked for the election, the tendered ballot voting process on page 12 of this manual shall follow.
- Step 5:** If the voter's name is in the register, the Poll Clerk shall make a mark to the left of the voter's name in the register to indicate that he/she will be voting in the election.
- Step 6:** The Poll Clerk shall then give the voter's card to the Poll Assistant.
- Step 7:** The Poll Assistant shall:
1. Stamp the back of the voter's card and write the type of the election on the back of the card.
 2. Sign and write the date of the election on the back of the voter's card.
- Step 8:** The Poll Assistant shall apply indelible ink to the appropriate finger of the voter's left hand according to the type of election. Before applying the ink, the Poll Assistant shall make sure that there is no greasy substance on the voter's fingernail. If there is the voter shall be instructed to clean it before the Poll Assistant applies the ink.
- Step 9:** The Poll Assistant shall return the voter's card to the voter and direct the voter to the **Presiding Officer at Table 2** to receive the ballot papers.

TENDERED BALLOT VOTING PROCESS

If a person has a voter's card but his/her names is not on the register or if the voter is on the register but his/her name has already been marked for the election, the Poll Assistant shall.

- Step 1.** Stamp the back of the voter's card.
- Step 2.** Write the type of the election on the back of the voter's card
- Step 3.** Sign and write the date of the election on the back of the voter's card
- Step 4.** Apply indelible ink to the cuticle of the appropriate fingernail of the Voter's left hand according to the type of election.
- Step 5.** Return the voter's card to the voter.
- Step 6.** Direct the voter to the Presiding Officer. The Presiding Officer shall:
- Step 7.** Write the name of the voter and the voter's number on the tendered vote list.
- Step 8.** Write the name of the voter and the voter's number in the register on the back(s) of the tendered ballot paper (s) for the particular type of election (s).
- Step 9.** Stamp and sign the back (s) of the tendered ballot paper(s).
- Step 10.** Issue the tendered ballot paper(s) to the voter
- Step 11.** Instruct the voter to vote and cast his/her tendered ballot paper (s) in the ballot box.

2. ISSUING BALLOT PAPERS AND VOTING

The voter shall present himself/herself to the **Presiding Officer at Table 2** to receive the ballot paper(s).

The Presiding Officer shall:

- Step 1.** On seeing the voter's stamped and signed voter's card, prepare the ballot paper(s) by stamping and signing the back of each ballot paper. If the person has no voter's card, the Presiding Officer shall confirm that the person has been checked by the Poll Clerk.
- Step 2.** Fold the ballot paper(s) with the printed side inwards.
- Step 3:** Issue the endorsed ballot paper(s) to the voter.

Step 4. Instruct the voter to move to the Polling booth to thumb-print the Ballot paper(s) in the space provided against the symbol of the party of the Voter's choice and thereafter place the marked ballot paper(s) in the ballot box folded.

NOTE:

Only one voter at a time will be allowed in the polling booth used for thumb-printing ballots.

A blind or any other physically challenged voter may be assisted to vote by a person of his/her choice.

The voter shall leave the polling station immediately after casting his/her vote(s).

SPOILED BALLOT PAPERS

If a ballot paper is severely torn by the Presiding Officer when removing it from the ballot paper booklet or is accidentally damaged by the voter such that the ballot paper cannot be used, the Presiding Officer shall write the word "Spoiled" on the front of the ballot paper and place it in the envelope provided. The Presiding Officer shall issued a fresh ballot to the voter.

3. CLOSING THE POLL

- Step 1.** At 3.00pm, the Presiding Officer shall announce the Close of admission of votes into the Polling station.
- Step 2.** Where there are persons in the queue at 3.00pm still waiting to be checked by the Poll Clerk, the Presiding Officer shall direct the Poll Assistant or the Security Agent to stand behind the last person in the queue
- Step 3.** Persons in the queue at 3.00pm shall be allowed to vote

CHAPTER 6 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 (Party) Agents and Observers to observe the processes.

1. SORTING THE BALLOTS

The Presiding Officer shall:

Step 1. Refer to Form **KWSIEC M** to record the total number of ballot papers issued to the polling station on Form **KWSIEC L**.

NOTE:

Before opening the ballot box and sorting the ballot papers in the ballot box, the Presiding Officer shall count and record the number of:

1. Unused ballot papers.
2. Counter foils of used ballot papers; and
3. Spoiled ballot papers.

Step 2. Count the unused ballot papers and record the quantity and serial numbers of the ballot papers on Form **KWSIEC M**.

Step 3. Also record the quantity of unused Ballot papers on Form **KWSIEC A/KWSIEC B**.

Step 4. Put the unused ballot papers in the envelops(s) provided.

Step 5. Count the counter foils of the used ballot papers and record the Quantity of used ballot Papers on Form **KWSIEC M**.

Step 6. Also record the quantity of used ballot papers on Form **KWSIEC A/KWSIEC B**.

Step 7. Put the counter foils of the used ballot papers in the envelope(s) provided.

Step 8. Count any spoiled ballot papers. Record the quantity of spoiled ballot papers on Form **KWSIEC A/KWSIEC B** and enter the serial numbers on Form **KWSIEC N**.

Step 9. Put the spoiled ballot papers in the envelope(s) provided.

Step 10. Cut the seals on the ballot box and empty the ballot box in full view of all persons present.

- Step 11.** Sort out the ballots for the respective elections. For the **Chairmanship / Councillorship elections**, the ballots for the Councillorship election shall be sorted and counted first.
- Step 12.** Sort out the ballots by party.
- Step 13.** Sort out the rejected and tendered ballots.
- Step 14.** Mark each rejected ballot with the Word "Rejected" on the front.
- Step 15.** Show all rejected ballots to the Polling (Party) Agents, Observers and members of the public present.
- Step 16.** Where any objection against such rejection is raised by a candidate or polling (Party), Agent, write the words "Rejected but objected" to on the front of the ballot.
- Step 17.** Count all rejected ballots and record the quantity of rejected ballots on Form EC. 8A/Form EC. 8A(1) And enter the serial numbers Form EC. 40D
- Step 18.** Put all the rejected ballots in the envelope provided.
- Step 19:** Count the tendered ballots and record the number of tendered ballot on Form KWSIEC P.
- Step 20.** Put all tendered ballots in the envelope provided.

REJECTED (INVALID BALLOTS)

A ballot shall be REJECTED if:

- the choice of the voter is not clear;
- the back of the ballot has not been stamped and signed by the Presiding Officer;
- the ballot is without any thumb-printing of a voter;
- The voter makes on the ballot any writing or mark with a view to identifying the voter; or the ballot is marked for a not party/candidate contesting the election.

2. COUNTING THE BALLOTS

Immediately after sorting the ballots, the Presiding Officer shall:

- Step 1.** Loudly count the votes scored by each party.
- Step 2.** Write on sheet of paper the votes scored by each party to allow for cross-checking before recording the same on Form **KWSIEC A/KWSIEC B**.
- Step 3.** Verify the results of the poll by adding:
- a. the number of spoiled ballot papers
 - b. the number of rejected ballots; and

to get the number of used ballot papers.

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 total number of spoiled ballot papers, rejected and valid ballots do not equal the total number of used ballots, carry out a thorough check and recount.
- Step 5.** Where an anomaly exists, the Presiding Officer shall not announce the result but inform the public of the problem and submit a detailed report to the Ward: Collation Officer along with the result forms and ballot papers.
- Step 6.** Enter the final result of the polls in Form KWSIEC A/KWSIEC B in the space provided.

**A Polling (Party) agent/candidate may request a recount.
However, such a recount may be done only once.**

Step 7. Sign and stamp the complete Form KWSIEC A/ KWSIEC B.

Step 8. Ask the candidates or Polling (Party) Agents present at the polling station to sign Form KWSIEC A/ Form KWSIEC B.

NOTE:
Refusal of any candidate or Polling (Party) Agent to sign Form KWSIEC A/KWSIEC B will not invalidate the result of the poll.

Step 9. Loudly announce the result of the election at the polling station for the information of the polling (party) agents, observers and public.

Step 10. Give a copy of the completed form KWSIEC A KWSIEC B to each of the polling (party) agents and the police present at the polling station.

CHAPTER 7 PACKING UP PROCEDURE

Following the completion of the counting and the recording of the votes on Form KWSIECA/KWSIEC B, the Presiding Officer shall:

- Step 1:** Put the following items in the respective envelopes provided.
1. Register of Voters and Tendered Vote list
 2. Used ballot papers
 3. Form KWSIEC M (Ballot Paper Account and Verification Statement)
 4. Form KWSIEC A (Statement of Result of Poll from Polling Stations)
 5. Form KWSIEC B (Statement of Result of Poll from Polling Stations).
- Step 2:** Gather the other envelopes containing the following items which were processed during the sorting process.
1. Unused ballot papers.
 2. Counterfoils of used ballot papers
 3. Tendered ballot papers and Form KWSIEC P (Tendered Ballots Statement).
 4. Spoiled and Rejected Ballot Papers.
- Step 3:** Put the following envelopes in the **Ballot Box**:
1. Envelope(s) containing the counter foils of the used ballot papers.
 2. Envelope(s) containing the used ballot papers.
- Step 4:** Seal the ballot box with the seals provided.
- Step 5:** Put all remaining envelopes in the **bag**.
1. Envelope containing the register of voters and the tendered vote list.
 2. Envelope containing Form **KWSIEC M**.
 3. Envelope(s) containing unused ballot papers.
 4. Envelope containing tendered ballot papers and Form **KWSIEC B**.
 5. Envelope(s) containing spoiled and rejected ballot papers and Form **KWSIEC N**.
 6. Envelope containing Form **KWSIEC A**.
 7. Envelope containing Form **KWSIEC B**.
- Step 6:** Proceed immediately to the Ward Collation Centre accompanied by the Poll clerk, Poll assistant, Polly (party) agents and security agents with the:
- Bag
 - Ballot Box
 - Polling Booth
- Step 7:** Submit all materials to the SPO at the Ward Collation Centre.

CHAPTER 8

COLLATION AND DECLARATION OF RESULTS

Depending on the type of election to be conducted, the collation of results for the election shall be done at two or more of the following levels.

1. Registration Area (RA)-Ward
2. Local Government Area (LGA)

NOTE The refusal of any party agent to sign any of the Form KWSIEC A and B series does Not invalidate the result of the poll.

**KWARA STATE INDEPENDENT ELECTORAL
COMMISSION**

AFFIRMATION

I.....
(Name of Officer)

do affirm that I will faithfully and honestly discharge my duties as

.....
(Designation)

in conformity with the provision of the Electoral Act 2006, as amended in 2013 and KWSIEC guidelines, and that I will not do anything that amounts to an electoral offence under the law.

Signature.....

Affirmed at.....

this.....day of2024

Before me.....
Electoral Officer/Chairman

**KWARA STATE INDEPENDENT ELECTORAL
COMMISSION
ELECTORAL MATERIAL RECEIPT**

LGA _____	Code	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Ward _____	Code	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Polling Unit/Station _____	Code	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

I, _____ **of** _____

duly appointed as _____
for _____ **Polling Unit.**

Have received the following materials and equipment from:

I, _____

Address _____

Designation: _____

(e.g. Supervisory Presiding Officer, Electoral Officer, ARO)

S/N	Item	Quantity	Remarks

Name of Collector _____

Signature of Collector _____ Date: _____

**KWARA STATE INDEPENDENT ELECTORAL
COMMISSION
BALLOT PAPER ACCOUNT AND VERIFICATION STATEMENT**

Polling Station _____	Code	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Ward _____	Code	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			
Local Government Area _____	Code	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			

Computer Section 1 and 2 below if two elections are being held at the same time. complete 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

- Serial Numbers of Ballot Papers issued to the Polling Station _____ to _____
- Quantity of Ballot Papers issued to the Polling Station _____

Part B: Fill out at the Close of Poll

- Serial Numbers of Unused Ballot Papers _____ to _____
- Quantity of Unused Ballot Papers.
- Quantity of Used Ballot Papers.
- 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).

Section 2: Type of election _____

Part A: Fill out before the Opening of the Poll

1. Serial Numbers of Ballot Papers issued to the Polling Station _____
_____ to _____
2. Quantity of Ballot Papers issued to the Polling Station

Part B: Fill out at the Close of Poll

3. Serial Numbers of Unused Ballot Papers _____ To _____
4. Quantity of Unused Ballot Papers
5. Quantity of Used Ballot Papers
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 PartA#2)

.....(Name of Presiding Officer)
hereby certify the information contained in this Form

.....
Signature/Stamp of Presiding Office

.....
Date

KWARA STATE INDEPENDENT ELECTORAL COMMISSION
STATEMENT OF SPOILED BALLOT PAPERS
AND REJECTED BALLOTS

Type of Election _____

Polling Station _____ Code

--	--	--

Ward _____ Code

--	--	--

Local Government Area _____ Code

--	--	--

State _____ Code

--	--	--

Serial Number(s) of:	

_____ (Name of Presiding Officer)
hereby certify the Information contained in this Form

Signature/Stamp of Presiding Officer

Date

Form KWSIEC P

**KWARA STATE INDEPENDENT ELECTORAL
COMMISSION
TENDERED BALLOTS STATEMENT**

Polling Station _____ Code

Ward _____ Code

Local Government Area _____ Code

State _____ Code

Complete Section 1 and 2 below 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 Nos. of Tendered Ballot Papers issued to Polling Station _____
to _____
2. Quantity of Tendered Ballot Papers issued to Polling Station _____

Part B: Fill out at the Close of Poll

1. Serial Nos. of Unused Tendered Ballot Papers _____ to _____
2. Quantity of Unused Tendered Ballot Papers
3. Quantity of used Tendered Ballot Papers
4. Total Number of Unused + Used Tendered Ballot Papers (add #4 + \$5 above)
(Should equal the quantity of Tendered Ballot Papers issued to Polling
Station see partA#2).

Section 2: Type of election _____

Part A: Fill out before the opening of the Poll

1. Serial Nos. of Tendered Ballot Papers issued to polling station
_____ to _____
2. Quantity of Tendered Ballot Papers issued to Polling Station _____

Part B: Fill out at the Close of Poll

3. **Serial Nos 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 Polling Station).**

I.....(Name of Presiding Officer)
hereby certify the Information contained in this Form.

.....
Signature of Presiding Officer and Stamp

.....
Date

KWARA STATE INDEPENDENT ELECTORAL COMMISSION

TENDERED VOTE LIST

Polling Station _____ Code

--	--	--

Ward _____ Code

--	--

Local Government Area _____ Code

--	--

I _____ (Name of Presiding Officer)
 hereby certify the Information contained in this Form.

S/N	Voter's Card No.	Name		
		Surname	Name Other	Middle Initial

 Signature of the Presiding Officer and Stamp

 Date



Published by:
**KWARA STATE INDEPENDENT
ELECTORAL COMMISSION
(KWSIEC)**