



Arab Republic of Egypt
House of Representatives Elections

**Guidelines for
voting, counting of votes
and
results announcement**

2015





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Sub-Committees

The Lord willed that we conduct a historic event which is the last step of the roadmap for the future of our beloved Egypt. We beg Him to guide us to what He likes and is pleased with.

The High Elections Committee (HEC) would like to commence these guidelines by the saying of the Almighty:

“Say work and Allah will observe your work so will his Prophet and the believers.”

Gentlemen, colleague chairs and members of the general committees, chairs and members of governorate committees, and chairs of the sub-committees; the HEC would like to introduce this guide that illustrates the whole process of the House of Representatives elections in 2015 since inception until the results are announced, including the procedures, timeframes and caveats based on the HEC laws and decisions that regulate the voting process.

God grants success

Sub-Committees

I. Pre-voting procedures

Sub-committee chairs shall report to the headquarters of the relevant courts supervising their sub-committees at the specified time to receive the ballots and lists of voters (Form 6N).

On the elections day, the sub-committee chair shall be present at the related sub-committee headquarters by 8:00 a.m. to inspect its convenience and ensure that all the voting materials and tools are available, and to do the following:

Define the voting allotment; that is the building that allots the voting hall and the area around it in the limits that allow voters to easily cast their votes and allows him to secure it. He shall ask the security chief to maintain order within it and limit access to voters, individual candidates and their delegates and agents, representatives of the electoral list and their delegates and agents, observers from civil society organizations, international organizations, visitors, and media personnel holding an HEC permit (sample identification cards for each category are attached).

Verify that the following signs are visibly installed outside the election hall:

- A sign indicating the sub-committee

number;

- A signboard showing the voting instructions;
- A sign illustrating how to vote;
- A sign illustrating how to use the phosphoric ink;
- A sign describing the permits to enter the voting stations;
- A sign illustrating breaks times;
- A sign citing the electoral crimes stipulated by the Political Rights Initiation Act;
- A sign illustrating how to seal the voting box.

Ensure there are no publicity materials (posters etc.) that may affect voters exist in the vicinity of the voting station. If such materials are there, the security force shall remove them immediately.

Ensure that the following are available:

- Two copies of the list of voters registered with the sub-committee (Form 7N). One copy will be installed outside the room and the other stays with the queue organiser.
- Record of committee procedures (Form 8N).
- Record of the first day closure (Form 9N), and record of opening the keeping location on the

second day (Form 10N).

- Counting script (Form 11 N for the individual system and Form 11 N for the electoral list system).
- Records of counting procedures (Form 12 N for the individual system, Form 12 N for the electoral list system).
- Script of the counting outcome (Form 13 N for the individual system shall be handed to candidates' delegates and agents, and Form 13 N for the electoral list system shall be handed to the representatives of lists).

Verify the following items are inside the voting station:

- A sufficient number of voting booths. These should be placed in a way that enables the committee chair to follow-up the voting process, while maintaining privacy where voters cast their votes with their backs visible to the chair;
- An adequate number of transparent plastic voting boxes on which sub-committee data and box numbers are fixed with adhesive tape;



- Voting needs (two bags, plastic locks, plastic sacks, plastic folders, securing adhesive, phosphoric ink, identification vests of the sub-committee secretaries, identification badges for delegates of candidates and delegates of the representatives of the list, stationary, red wax).

In case any of the above equipment or needs is not available, the sub-committee chair shall notify the general committee and shall mandate the delegate of police force securing the voting station to avail what is missing.

Once the sub-committee chair has checked the safety and integrity of the voting station, preparation for the voting process starts taking into consideration the following procedures:

- Verifying the personality of staff assigned to work with him in the committee by reading assignment letters and personal cards, then he will assign tasks among them and will specify the secretary of the committee, who shall sign in the designated space next to the voter's signature in the script of voters (Form 6N), and locate their seating in the election hall, and identify voters' queue organizer, and deliver to each of the above his identification vest.

Some committees will be equipped with an electronic reader with the operating technician.

- Verifying the personality of delegates and agents of individual candidates, delegates and agents of the representatives of list candidates through their specific individual mandates sealed by the Court of First Instance and locate their seating. If they are too numerous and may compromise the voting process, the sub-committee chair can conduct a draw among them to choose an appropriate number to attend the voting process, then he delivers each of the chosen an identification badge.
- The Sub-committee chair, in the presence of delegates of individual candidates and the delegates of the representatives of lists, shall verify the integrity of the voting boxes and that they are empty of any papers. He shall then lock the four sides of each box using the plastic locks that have serial numbers. These numbers should be documented in the record of the Committee procedures (Form 8N).



- The Sub-committee chair breaks up authenticity markings on voting box in front of the audience in the election hall. He shall make sure that the following exist:
- Evaluation cards for individual system and list system making sure they match the number of registered voters in the committee. He shall stamp the cards with the seal of the committee.
- If there is any shortage in the above supplies, the committee chair shall address the general committee to fulfill the shortage.

At 9:00 a.m., the sub-committee chair announces the beginning of the voting process.

II. Procedures during the voting process

First day of voting

The voting process will start at 9:00 a.m. The committee chair documents that in the record of the committee procedure (Form 8N) even if the representing of individual or list candidates do not show up.

Voters queuing outside the voting station can login according to their showing up time. (Priority is given to the elderly and disabled).

The Sub-committee chair himself checks the identity of the voter through the national number card or the passport containing the national number. He also checks there is no phosphoric ink on the voter's finger.

For women in niqab, the sub-committee chair shall verify identity and verify there are no phosphoric ink marks on her hands. He may assign this to one of the ladies working for the committee. If the voter in niqab refuses this, she will be denied voting.

The committee chair sends the voter to the secretary of the sub-committee who will check if the voter's name is in the voters' script (Form 8N), write down the last two digits of the national number of the voter in the designated space in the script. The voter signs or fingerprints opposite to his name in the designated



space then the Committee Secretary signs in the assigned space next to the voter's signature.

The voter returns to the sub-committee chair to give him his own national identity card and receive from him the two cards of the individual system and list system after.

The voter casts his vote in a voting booth. He then folds the two voting cards to put each one in its designated box, under the supervision of a staff committee assigned by the committee chair to do so.





The voter puts the index finger of the right hand in phosphoric ink. After that, he takes his ID card and leaves the election hall.

In case the voter violates or commits any electoral offense, his national identity card is withheld. The event is documented in a report submitted to the chief of police force to send it to the public prosecution to start procedures.

A person whose disability prevents him from casting his vote himself is entitled to request assistance from the sub-committee chair provided that he gives him his opinion orally in private. The committee chair then documents that opinion in the two voting cards. The voter signs or fingerprints in voters' register. The committee chair documents that in the record of the committee procedures (Form 8N).

(A person who does not know how to read and write is not considered as disabled).

If any of the sub-committee secretaries were temporarily absent and the process could not progress because of this absence, the sub-committee chair should name a replacement from the committee staff. If this was not possible, the work of the committee is suspended pending the assignment of a replacement for the absentee. The sub-committee chair shall notify the general committee so it assigns an alternative with the governorate HEC being informed of this. This should be documented in the record of the committee procedures.

If the voting box is full during the election process, the sub-committee chair shall suspend voting. The box's slit is sealed using a plastic lock whose serial number is documented in the record of the committee procedures. He then uses another box after making sure it is empty of any ballots. He locks it with the plastic locks whose numbers are documented in the record of the committee procedures

Agents of individual candidates and agents of the, representatives of lists may observe the voting process after presenting their individual relevant authorizations without compromising the voting process.

Civil society organizations, international organizations, visitors, and the media personnel holding an HEC permit have the right to observe the voting process. The sub-committee chair shall ensure implementing that right without compromising the voting process.

The one hour recess

The sub-committee chair shall suspend the work in the committee for an hour for rest, starting at half past thirty until half past three o'clock in the afternoon. He shall do the following actions:

- Mandate someone to alert the voters of the timing and duration of the recess before a sufficient notice.
- Document the suspension in the record of the committee procedures, close the voting slits in the two boxes using plastic locks whose numbers should be documented in the record of the committee procedures, withhold unused ballots, voters' register, the record of the committee, secure all these and strictly prohibits anyone to leave the voting station.
- After the recess time is over, the sub-committee chair, in the presence of secretaries of the committee and representatives of individual candidates and delegates of the representatives of the lists, verifies the plastic locks closing the two voting boxes the remaining ballots are safe. He then announces the resumption of voting.

The end of the voting process on the first day:

At 9:00 p.m., the sub-committee chair announces the end of the voting process. He then documents the number of registered voters and the number of those who voted, as well as the following:



- Closes of the two slits of the two voting box using plastic locks whose serial numbers are documented in the record of the committee procedures allowing the delegates and agents to write down these numbers;
- Put all the voting requirements and phosphoric ink in a secured box;
- Verify the integrity of all access points to the room dedicated to preserving the boxes and ballots. Windows of the room should be shut and locked windows from the inside by combining red wax or plastic locks;
- The door of the warehousing room shall be closed using plastic locks whose numbers are documented in the record of the closing (Form 9N) or using an ordinary lock sealed with red wax .and stamped by the committee chair seal with the

chief of the security force, committee members, delegates of individual candidates and delegates of the representatives of the lists attending. This should be documented in the record of the Closing and signed by the committee chair and all those mentioned above.

NB:

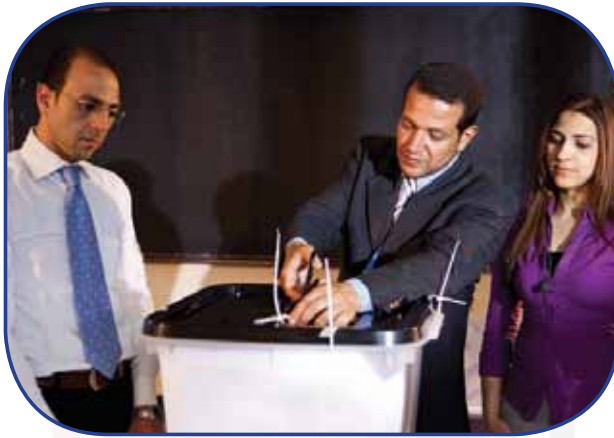
The names, national numbers and signatures of all secretaries, members of the Committee, delegates and agents of individual candidates, delegates and agents of the representatives the list who attended should be verified and documented in the first day part of the record of the Committee procedures (Form 8N) before operations of that day are ended.

The second day of voting

The chair and members of the Sub-committee shall be present at the committee headquarters at 8:00 a.m. He shall notify delegates of individual candidates and delegates of the representatives the lists of that during the first day of voting.

The sub-committee chair, in the presence of the chief of the security force, available committee members, delegates of individual candidates and delegates of the representatives of the lists, shall verify the integrity of locks of the room dedicated to securing the ballots.

When this is done, he unlocks the room and verifies of the integrity of the locks of the voting boxes and that the numbers of the locks are identical to those documented in Record of the committee procedures and of the integrity of all ballots.



In case of the non integrity of the access points leading to the warehousing room, the plastic locks on the door of the room, the locks of the voting boxes or the box containing the voting needs, the General Committee should be immediately notified. The event should be documented in Record of the committee procedures. The voting process starts using tow new boxes. The doubtful boxes should be withheld until the general committee decides about them.

At 9:00 a.m., the sub-committee chair announces the beginning of day 2 voting, which follows the same

procedures as the first day, including the one hour recess.

At exactly 9:00 p.m., the sub-committee chair goes out to the voting station. If voters are there, he counts them, writes down their names and continues the process until all of them finish voting. After that, the sub-committee chair announces the end of the second day voting.

The sub-committee chair documents in record of the committee procedures the time at which voting was ended. He then documents the number of voters in the second day. He along with the committee secretaries, delegates of individual candidates, delegates of the representatives lists sign the record

III. Three – the counting procedures

(A) Who has the right to attend the counting process and the announcement of allotted counts?

The counting process is conducted at the sub-committee headquarters. If necessary, counting is transferred out of the sub-committee headquarters upon the decision of the General Committee chair after coordinating with HEC.

Delegates and agents of individual candidates, delegates and agents of the representatives of lists, observers from local and international civil society organizations, visitors, and media personnel holding an HEC permit can all attend and follow up the counting process. If their number exceeds the maximum limit to smoothly conduct the counting process, the sub-committee chair holds a draw to choose three from each category to attend the counting process. Those chosen are not permitted to leave the voting station until counting process is over.

(B) How to count:

The Sub-committee chair determines the number of voters who cast their votes by counting those who signed on the voters' registers. He then counts unused cards and counter checks it with the number of cards handed to him at the beginning of voting after subtracting the number of cards used in the voting process.



The sub-committee chair decides the boxes of the system he will start counting first, double checks the number of plastic locks comparing them with those documented in record of the committee procedures and then unlocks them.

The counting process begins by emptying the box's content of the ballots displaying to the audience that it became empty. The box's cards are counted making sure they conform to the number of voters who cast their votes in the register signed by the committee secretary next to the voter's signature.

Cards are sorted into two groups, valid and void. The card is valid if the required number of candidates was marked by a sing indicating the will of the voter.

The card shall be void in the following cases:

- Pre-conditioned vote;

- Voting for a number of candidates less or more than the number of candidates specified in the individual system, or voting for more than one list;
- If the voter casts his opinion on anything other than the voting card given to him by the sub-committee chair;
- If the voter has signed the voting paper, or put out any signal or a sign indicating who he is or breaching the confidentiality of the vote.
- If a voter marks does not indicate which candidate or list he has chosen;
- If a voter does not put any sign indicating his opinion on the voting card;
- If a voter marks the voting card using a pencil.

In the individual system:

After excluding of invalid votes, valid votes obtained by each individual candidate are counted. Form 11N shall be used for the counting and compilation of what each candidate got.

The sum of all the candidates in the individual system should equal to the number of valid votes times the number of candidates to be elected.



Record of the counting procedures for the individual system (Form 12N) is written down in which the number of voters registered with the sub-committee, the number of those who cast their votes, number of void votes, number of valid votes and the number of votes each candidate has obtained are documented.

In the list system:

After excluding of invalid votes, valid votes obtained by each list are counted. Form 11N of the list system shall be used for counting and compiling what each list got.

The sum of all lists should equal to the number of valid votes.

Record of the counting procedures for the list system (Form 12N) is written down in which the number of voters registered with the sub-committee, the number of those who cast their votes, number of void votes, number of valid votes and the number of votes each list has obtained are documented.

NB:

Record of the above mentioned counting procedures is signed by the committee chair and secretary as well as by the delegates and agents of individual candidates and the representatives' lists.

The Sub-committee chair announces the outcome of the counting process. He submits a copy of the result of counting in numbers and in writing to those who request that among delegates of individual candidates system and representatives of the lists or their agents on Form 13N. Recipients should sign upon receiving the record on the counting procedures record (Form 12N).

He shall affix a copy of Form 13N in a visible place on the door of the committee.

4. Preservation of ballots and voting tools

The sub-committee chair shall take the following actions:

- Put unused voting cards for each system separately, in the designated sac that must be closed using a plastic lock whose number is documented in the committee record of counting procedures (Form 12N) along with the committee plastic identification card.
- Put used voting cards of the individual system in the designated plastic folder that must be put inside the designated bag after making sure that sub-committee data are affixed. The bag is locked using a plastic lock whose number is documented in the committee record of counting procedures;

The same procedures are followed for voting cards used for the list system.

- Put the voters' register (Form 11N) in the designated plastic folder that must be secured using adhesive tape whose numbers is documented in the two records of counting procedures;
- Put record of the committee procedures (Form 8N), record of closing (Form 9N), record of opening the preservation location on the second

day (Form 10N), record of counting (Form 11N) for the individual system and record of counting (Form 12N) for the individual system in a plastic folder that must be secured using adhesive tape whose numbers is documented in the record of counting of the individual system.

- Record of counting (Form 11N) for the list system and record of counting (Form 12N) for the list system shall be put in a plastic folder that must be secured using adhesive tape whose numbers is documented in the record of counting of the list system.
- Unused phosphoric ink bottles, the Sub-Committee seal and the remaining voting supplies shall be handed over to the police representative at the sub-committee headquarters.
- The committee chair and secretary shall hand over the remaining ballots and the two bags to the Committee for the preservation of the ballots within the General Committee against a receipt;
- The Sub-committee chair shall hand over the record of counting, record of procedures and voters' registers to the General Committee chair attaching the receipt indicating the prior submission of ballots and the two bags to the committee for the preservation of the ballots within the General Committee.

General Committees

1. Pre-voting day procedures
 - The chair and members of the general committee shall report to the headquarters of the relevant Court of First Instance the day prior to the designated voting day in order to receive records of the general committee proceedings.
 - The chair and members of the general committee shall give the numbers of their cell phones to the chairman of the Court of First Instance so that the Court and chairs of sub-committees can communicate with them throughout the voting process.
2. Voting day procedures
 - The chair and members of the general committee shall report to the headquarters of their Committee so that they can follow up and manage any difficulties or obstacles facing the chairs of sub-committees affiliated to the general committee and timely replenish shortages in the voting supplies.
 - At exactly 9:00 a.m., the General Committee chair open the record of committee procedures (Form 14N) for the individual system and Form 14N) for the list system.

- The chair and members of the general committee shall verify that voting has started at the designated time in all relevant sub-committees and notify the chairman of the Court of First Instance accordingly. If one or more sub-committees have not started operating at the designated time, a member of the general committee is mandated to head for the committee to take the necessary steps to launch the voting process.
- The chair and members of the general committee shall regularly check on their sub-committees to ensure that the voting process is running smoothly throughout the two election days. To do so, they are entitled to halt any electoral violations or crimes with the help of security forces reporting them and referring perpetrators to the public prosecution for necessary action while documenting the event in record of committee procedures (Form 14N).
- The general committee shall receive feedback and complaints from the citizens and voting staff and shall quickly resolve them. If the complaint is in writing, it is attached to the record of committee procedures along with the documentation of the committee resolution.

- Individual candidates, representatives of list and their agents, local civil society organizations, international organizations, visitors holding an HEC permit have the right to observe the voting process from within the general committees without compromising the operation.

3. **Procedures for sorting and compiling sub-committee counts**

The general committee shall receive all the voting paperwork (sacks containing the unused voting cards, bags containing voting cards used and a list for individual and list candidates, plastic folder containing record of counting, record of committee procedures and voters' lists...).

It shall assign staff to receive sacks and bags from the secretaries of the sub-committees. General Committee chair shall receive plastic folders containing the records of the sub-committees from sub-committees respective chairs after verifying the results are correct.

The general committee transcribes the results submitted by sub-committees on a phid basis in the designated form. It compiles the votes of each individual candidate or list starting with void votes so the final summation is easier.

The general committee secretary shall write down

the record of compiled counting (Form 14N) in two copies for the individual and list systems each.

The General Committee chair shall announce the number of voters registered with the general committee, the number of those who cast their votes, number of void votes, number of valid votes and the number of votes each candidate and list has obtained.

The general committee shall receive the objections of an individual candidate, his agent, the legal representative of a list or his agent with regard to the voting or counting processes in the sub-committee or the summation process in the general committee. After secret deliberations among members, the general committee decides about these objections through absolute majority voting. When votes are equal, the committee chair's vote shall weigh. The committee chair shall publicly recite the Committee decision.

The general committee secretary writes down Form 16N that contains the announced counts and is signed by the General Committee chair. A copy is given to those who request it among individual candidates or their agents and the representatives of lists or their agents. Recipients should sign receiving the script on Form 14N.

Plastic folders containing the record of counting of the individual system submitted to the general committee by sub-committees are collected and are placed it in the designated blue cartoon after making sure the general committee data have been written down on it.

Plastic folders containing the record of counting of the list system submitted by sub-committees are collected and are placed it in the designated green cartoon after making sure the general committee data have been written down on it.

The general committee submits all the voting paperwork to the governorate committee.

Coordination with the general committees and availing shortages of electoral materials and tools.

Governorate Committees

Governorate committees shall provide the following:

- Blue and green cartoon bags that contain the plastic folder designated for the record of the sub-committees.
- A copy of the record of all general committees (Form 14N).
- A copy of the record of counting collected by the General Committees (Form 16N).

- Inspecting the convenience of the site designated for preserving ballots and supervising putting the ballots in a consistent style in the preservation site.



Sample HEC



permits



