**POLLING AGENT CHECKLIST – Postal voting**

Election dated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Constituency | **P** | No | Name of constituency | **N** | No | Name of constituency |
| Polling Centre | / | No | Name of school/hall | Stream | Room number |
| Name of Candidate | **Parliament** or **State** delete as appropriate |  |
| Name  |
| Polling Agent  | Name |
| Station Master & phone |  |

Checklist before arrival for voting

|  |  |  |
| --- | --- | --- |
|  | Requirement*(italics are not regulatory)* | Remarks |
|  | **Before arrival** |  |
|  | *Dress up conservatively and comfortably. Plain clothes with neutral colours & no wordings (not even in support of NGO), keeping in mind temperature (usually only ceiling fans available) and religious sensitivities (no sandals; Men: collared short/T-shirt, long pants; Ladies: dressed modestly; no skirt above knees, sleeveless)* |
|  | *Arrive at the designated time with** + - *IC*
		- *Form A, Oath of Secrecy*
		- *Letter authorizing you as Agent*
		- *SPR tag with your photo*
		- *PACA kit*
		- *Handphone charged and sufficient credits; smartphones should have sufficient data plan/quota*
		- *Small torchlight (handphone light may not be enough)*
		- *Spare pens, paper & calculator*
 |  |
|  | *Enter voting stream when allowed by RO and show** + - *IC*
		- *Form A, Oath of Secrecy*
		- *Letter authorizing you as Agent*
		- *SPR tag*

*Be polite but firm. Refer to the Act & Regulations as advice to RO but not arrogant or judgemental* |  |

Checklist for issuance of Postal Votes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement*(italics are not regulatory)* | Section No | Completed | Remarks |
|  | **Ballot papers** | PA sign & time |  |
|  | *PO to count ballot books, inspect them to ensure running number order, none missing, 50 to each book, clean & not defaced* |  |
|  | *Non-complying ballot papers to be removed, stamped ‘Rejected’ & kept in separate envelope* |  | PA sign & time |  |
|  | *PO to stamp polling station chop on Form 13A & sign. Check ballot papers matches to Form 13A. Request for a copy stamped & signed by PO* |  | PA sign & time |  |
|  | *Ballot papers must have number in top left hand corner with same number on counterfoil; & capable of being folded*  |  | PA sign & tim |  |
|  | *PO must account for all ballot papers by 30min before start of polling* |  | PA sign & time |  |
|  | **Issue of Postal votes** | PA sign & time |  |
|  | Ballot paper to be stamped and name & no of voter to be called out | Reg 7 (1) |
|  | List of voters issued with ballot papers should not show no of ballot paper | Reg 7 (2) | PA sign & time |  |
|  | No of ballot paper marked on Form 2 & envelope A | Reg 7 (3) | PA sign & time |  |
|  | Each voter must be sent ballot paper, Form 2, envelope A & envelope B | Reg 8 | PA sign & time |  |
|  | *If you have any issue, put up your hand and speak only to PO, not clerk. If PO does not accept your objection, consider issuing a objection letter. Otherwise, or if PO refuses to accept objection letter, note down the details & time.* |  |  |
|  | **Completion of issue** | PA sign & time |  |
|  | No of envelopes to be counted *& must agree with list of voters issued with postal ballot papers* | Reg 9 | PA sign & time |  |
|  | *Unused/spoilt ballot papers*, counterfoils & list of voters to be kept in a single packet, affixed with tape, signed by RO & PA. *If allowed, take photo of ballot box & package* | Reg 11 | PA sign & time |  |
|  | **Ballot Box** | PA sign & time |  |
|  | *Ballot Box must not enable ballot paper to be taken out except by unlocking* |  |
|  | PO must show everyone ballot box is empty, must lock ballot box & affix with clip & tape; Tape signed by PO & PA. *Sign with permanent marker/ink. Take photo of ballot box if allowed.* | Reg 10 (2) | PA sign & time |  |
|  | Ballot box must be numbered, marked as “postal voters ballot box” & with name of constituency  | Reg 10 (3) | PA sign & time |  |
|  | *No on stamp of constituency* |  |
|  | *Total number of Ballot papers issued* |  |
|  | *List down the serial numbers (ensure there are 50 in each book)* |  |
|  | Arrival time |  |
|  | Completion time |  |
|  | Signed By Polling Agent |  |

RO – Returning Officer of the Contituency or Pegawai Pengurus

Reg – Regulation No of Elections (Postal Voting) Regulations 2003 or Peraturan Pilihan Raya (Undi Pos) 2003

Checklist for Opening of Postal Votes

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Section No | Irregularities Noted |
|  | **Opening of Ballot Box & envelopes B** |  |
|  | Ballot Boxes shall be opened in presence of CA | Reg 14 (1) |  |
|  | RO to count & note no of envelopes B before opening them | Reg 15 (1) |  |
|  | Envelope B must contain duly-signed Form 2 (with same number as on ballot paper/envelope A) & ballot paper/envelope A. RO may open envelope A to see if Form 2 is inside | Reg 15 (2) (3) (5) (7) |  |
|  | If correct, Form 2 and envelope A to be placed in separate baskets; ballot paper into ballot box | Reg 15 (1), (8)(a) |  |
|  | Rejected envelopes B (& contents) & Form 2 placed in rejected basket after being shown to CA & marked ‘rejected’. If CA object to rejection, objection to be noted on Form 2 | Reg 15 (4) (6) |  |
|  | If no number on envelope A or number does not agree with Form 2, RO may envelope A to compare number on ballot paper with Form 2. If agree, vote is valid. If not, rejected | Reg 15 (9) |  |
|  | On completion, RO to put rejected envelope B, envelope A and Form 2 into separate packets, affixed with tape, signed by RO & CA *(if allowed, take photo of packages)* | Reg 16 |  |
|  | **Opening envelope A** |  |
|  | Envelopes A to be opened after above packets are sealed. If empty, RO to mark the envelope as ‘empty’. | Reg 17 (1) (2) |  |
|  | If the number on ballot paper is same as Form 2, ballot paper is placed into ballot box. If different, mark ballot paper as ‘rejected’ & attach envelope A to it. | Reg 17 (3) (4) |  |
|  | RO to put rejected ballot papers, & empty envelopes A separate packets, affixed with tape, signed by RO & CA *(if allowed, take photo of packages)* | Reg 17 (5) |  |

Reg – Regulation No of Elections (Postal Voting) Regulations 2003 or Peraturan Pilihan Raya (Undi Pos) 2003

Guidance for Counting of Postal Votes

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Section No | Irregularities Noted |
|  | **Invalid votes**  |
|  | Not stamped with Stamp of Stream or initialed by RO | Reg 25 (7)(a) |  |
|  | Votes given for more than one candidate | Reg 25 (7)(b) |  |
|  | Something is written or marked by which the voter can be identified | Reg 25 (7)(c) |  |
|  | Not marked or marked in place other than correct place (as long as intention is unclear) | Reg 25 (7)(d) (8) |  |
|  | Not clearly indicate intention of voter | Reg 25 (7)(e) |  |
|  | Before rejecting, RO must show to CA and consider views but RO decision is final | Reg 25 (9) (10) |  |
|  | **Counting procedures** |
|  | Get a seat in the middle so that you have better view of ballot papers when shown to all CAs before sorting into candidates’ baskets. Clerk will call aloud the party voted. |  |
|  | To expedite sorting, ballot papers where intention/validity not obvious to be placed in ‘Doubtful’ basket. All ballot papers in ‘Doubtful’ basket must be relooked at before sorting into candidates’ baskets. |  |
|  | After sorting, ballot papers in each candidate’s basket will be counted aloud and sorted into groups of ten. Make sure there are ten in each group and ballot papers are secured down. If they fall of, ask for recount of that group of ten. |  |
|  | The groups of ten will be added up for the final count. Clerk should call them out aloud. |  |
|  | If you have any issue, put up your hand and speak only to PO, not clerk. If PO do not accept your objection, consider issuing a objection letter. Otherwise, or if PO refuses to accept objection letter, note down the details & time. |  |
|  | Requirements imposed on all SPR workers and Candidate agents |
|  | Only those who have taken oath of secrecy may see numbers on ballot papers | Reg 25 (5) |  |

Reg – Regulation No of Elections (Conduct of Elections) Regulations 1981 or (Peraturan Pilihan Raya (Penjalanan) 1981); *NB: Not Postal Voting Regulations.*

3rd Sch – Third Schedule to the Regulations

Vote count summary

|  |  |  |
| --- | --- | --- |
| Candidate | Vote count | Doubtful vote recounted |
| Your candidate |  |  |
| Other candidate No 1 |  |  |
| Other candidate No 2 |  |  |
| Doubtful votes |  |  |

Checklist after completion of counting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Requirement*(italics are not regulatory)* | Section No | Completed | Remarks |
|  | PO to inform CA total number of votes for each candidate | Reg 25 (12)(a) | PA sign & time |  |
|  | PO prepares & certify sufficient copies of Form 15; CA to sign; PO to issue one copy of Form 15 to each CA.*Ensure sequence of candidates is the same as on ballot paper. Ensure the numbers are the same as what you got.* | Reg 25 (12)(b) | PA sign & time |  |
|  | CA can ask for only one recount if the difference is 4% or less. Recount does not involve rejected/spoilt ballot papers. PO can order recount anytime.*Consider before asking for recount – it is not the majority at your stream that count but the majority in constituency.* | Reg 25 (13)(14) | PA sign & time |  |
|  | PO to put all valid & rejected ballot papers into a packet & affix with tape. PO & CA to sign tape. PO to put Form 13 into envelope with tape. | Reg 25A (1) (a) (b) | PA sign & time |  |
|  | PO to put packet into ballot box & affix with tape. PO & CA to sign tape. | Reg 25A (2) | PA sign & time |  |
|  | PO to handover ballot box, envelope with Form 13 & envelope with Form 14 to RO. *Ensure these are all completed before anyone takes a break.* | Reg 25A (3) | PA sign & time |  |
|  | If counting cannot start or complete, PO to inform CA & RO. If ballot box not opened, PO to pass ballot box & From 13 to RO. If opened, PO to put everything back in the ballot box in presence of CA, affix with tape (PO & CA to sign) & hand to RO | Reg 25B (1)(2)(3) | PA sign & time |  |
|  | *Hand over the PACA kit with electoral roll and checklists to Station Master.* | PA sign & tim |  |
|  | **Postal voting** |  |  |
|  | In postal voting, the same procedure above applies, with RO being the PO and Form 15 used instead of Form 14. | Reg 25C |  |
|  | *At all times, you must be in full view of ballot boxes & package. If asked to leave room to rearrange for counting or prayers, make sure doors are open & you can view ballot boxes & package. If door closes, bang on door to be let in until they reopen* |  |
|  | Ballot papers counting |
|  | Time sorting commenced |  |
|  | Time sorting completed |  |
|  | Time counting commenced |  |
|  | Time counting completed |  |
|  | Time forms filled up |  |
|  | Time envelopes & packets sealed |  |
|  | Time Presiding Officer left |  |
|  | Signed By Counting Agent |  |

RO – Returning Officer for the whole constituency or Pegawai Pengurus