**Station Master Checklist**

Election dated

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| --- | --- | --- | --- | --- | --- | --- |
| Constituency | **P** | No | Name of constituency | **N** | No | Name of constituency |
| Polling Centre | / | No | Name of school/hall |
| Name of Candidate | **Parliamentary** | **State Assembly** |
| Name  | Name  |
| Election Agent  | Name  | Name  |
| Contact number | Phone number of Election Agent | Phone number of Election Agent |

Checklist before Election Day

|  |  |  |  |
| --- | --- | --- | --- |
|  | Procedure | Completed | Remarks |
|  | **Names of PACABA** | Station Master sign & time |  |
|  | Collect the list of all PACABAs assigned to you from PACA Coordinator. Make sure they all have contact numbers & email. If contact details are missing, see if you can trace GoogleForm from PACA Coordinator. |
|  | Contact each PACABA to confirm consent before adding them to **WhatsApp group**Insert Polling Station number in Group Name - Pxx/Nxx/xx Insert in Group Description* + Name of Candidate on Ballot Paper
	+ Link to Training Slides
	+ Link to Duty Roster
 | Station Master sign & time |  |
|  | Only Admin can add participant and no joining by link. Be firm on Group rules* + Only post PACA instructions or matters dealing with this Polling Station only
	+ Admin to ask poster of non-relevant posts to delete it. If poster refuse, admin to delete. Consider deleting persistent offenders
 |  |
|  | Arrange the duty roster in accordance with Appendix 1 below. | Station Master sign & time |  |
|  | If PACA Coordinator gives you any new PACABAs, repeat relevant steps above and redo duty roster. | Station Master sign & time |  |
|  | Arrange meeting if possible at agreed place (eg., PACA Coordinator) to get to know everyone and deal with any questions on process and logistics.There should be another final meeting at the polling centre on the eve of election. If not possible to have two meetings, then have only one meeting at the polling centre. | Station Master sign & time |  |
|  | At your meeting1. Introduce yourself and provide names of the candidate(s) PACABA are representing
2. Get each PACABA to introduce himself/herself & any previous experience as PACABA
3. Briefly run through all polling and voting procedures
4. Explain shifts PA1, PA2, CA (4pm-end). Anyone not on shift should go to vote and return to be on standby at pondok panas.
5. Agree on logistics, meeting time, procedure to swap duties, dress code, PACA kit, etc.
6. Set meeting time for PA1 on election day at 7am at pondok panas (or any other alternative arrangements).
 | Station Master sign & time |  |
|  | Circulate all your duty rosters with a version number, preferably in the file name. On the night before the election, Whats App/SMS everyone the final version number. | Station Master sign & time |  |
|  | Update your team members all the latest update by Whats App/SMS. Keep up their spirit by sharing whatever you know that can be shared with them. | Station Master sign & time |  |
|  | **Polling Centre** | Station Master sign & time |  |
|  | Check out the Polling Centre the weekend before, if possible. Identify the polling rooms & toilets. |
|  | Arrange the final briefing for your team at the Polling Centre on the morning before the election. Identify the rooms, where the barung is likely to be and the toilets. Run through the flow of the voters’ movement from gate to the rooms to determine where BAs are to be positioned. | Station Master sign & time |  |
|  | Test data connection for Whatsapp at each Polling Stream at the Polling Centre. If it is not working satisfactorily, revert to SMS or runners. | Station Master sign & time |  |
|  | Take photo of your whole team as this is the last time everyone will be together in daylight at the gates of the Polling Centre. | Station Master sign & time |  |
|  | POs often also meet on the same morning at the Polling Centre. If you see them, introduce yourself.  | Station Master sign & time |  |
|  | Identify if there is another Polling Centre or location that can be confused with yours (eg., SK instead of SMK). | Station Master sign & time |  |
|  | Check out where your pondok panas will be. If already set up, place something there (eg., rubber cone) to ensure nobody parks there. Consider keeping the plastic chairs in your car if there is a risk they could get stolen. | Station Master sign & time |  |
|  | **PACA Kit & material** | Station Master sign & time |  |
|  | Pick up your PACA kits from PACA Coordinator. There should be one for each stream & must include1. Electoral roll
2. Sample Forms 13, 14, 753, 757
3. Sample accepted/rejected Ballot Papers
4. Pencil, Eraser, Sharpener, Pen & Ruler
5. Permanent marker pen
6. Empty paper and Paper clip
7. Three Objection Letters

Optional or only in your Kit1. Glue or Tape
2. Training slides
3. PA, CA & Station Master checklist
4. Relevant pages of Act & Regulations
 |
|  | Find out from PACA Coordinator1. Name and phone number of your Candidate and Election Agent.
2. What time water & food will be arriving
3. Where to deliver Forms 13 & 14 after completion of counting
4. What information, format & regularity to be reported to Bilik Gerakan
5. Whats App group set up for Station Masters
6. Whether pondok panas has been set up
 | Station Master sign & time |  |

Checklist before arrival for voting

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| --- | --- | --- |
|  | Requirement | Remarks |
|  | At 8pm the night before, text to all PA1/BA1 to remind them to sleep early and be at pondok panas by 7am (or any other alternative arrangement). |  |
|  | 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, no sleeveless) |  |
|  | Arrive at the designated meeting point at least 15 minutes before designated time as instructed to PA1/BA1s, withICHandphone charged and sufficient credits; smartphones should have sufficient data plan/quotaLarge torchlight (bring in only during blackout)PACA KitsRed Form A Oath of SecrecyWhite Appointment Letter appointing them as PA or CA and SPR tags (colour coded for PA, CA or BA) with their photo for each of your PACABAsSpare umbrellas & paper clips/tape/staplers (for any last minute change of photos on SPR tags)Plastic chairs in your car if you have removed them from pondok panas the day before. |  |
|  | Pass the following to your PA1/BA1s1. Red Form A, Oath of Secrecy
2. White Appointment Letter authorizing them as PA/BA
3. SPR tag – check colour code & authorization (PA, CA or BA)
4. PACA kit
 |  |

Checklist before commencement of voting

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| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Meeting Polling Centre Officer** | Station Master sign & time |  |
|  | Meet and introduce yourself to Polling Centre Officer. Explain your position and let him have your phone number to discuss any issue. Be polite and offer advice only when asked or when non-compliance is obvious.  |
|  | **Form 13 Part A** | Station Master sign & time |  |
|  | Obtain details of Form 13A from each PA1, whether the Form is given by PO or not. Text reminder to any of them if you do not get it by 7.50am. |
|  | **Reminders to PACABA** | Station Master sign & time |  |
|  | Text reminder (based on 3 shifts)* 8am to remind PA2/BA2 to vote and be at pondok panas by 12.30pm (or any other alternative arrangement)
* 11am to remind PA2/BA2 to meet in 30 minutes
* 11.30pm to inform to PA1/BA1 their replacement has arrived/not arrived. If not arrived, ask them to hold on and update them every 10 minutes.
* 3pm to remind any PA1 who is also CA to return by 4pm
* 3.50pm to all PA2 who is not CA, that the CA has arrived/not arrived.
 |
|  | Inform Election Agent or the Station Master Whatsapp group of any non-compliance noted. State Polling Centre & Stream, your name, time and nature of non-compliance. |  |

Checklist before commencement of counting

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **PACA arrangements** | Station Master sign & time |  |
|  | Ensure all available PACAs to be stationed outside Polling Centre rooms to backup PA2/CA in observing ballot boxes. |
|  | If allowed, you should station yourself outside Polling Centre rooms where counting is taking place instead of pondok panas (especially if dark). | Station Master sign & time |  |
|  | Release all PAs once counting start. Ask them to clean up pondok panas – leave it cleaner than you found it. | Station Master sign & time |  |
|  | **Form 13** | Station Master sign & time |  |
|  | Obtain details of Form 13 from each PA2, whether the Form is given by PO or not. Text any of them if you do not get it by 6.30pm. |
|  | Text Form 13 details of each stream to PACA Coordinator/Election Agent or the Station Master Whatsapp group. | Station Master sign & time |  |

Checklist after completion of Voting

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| --- | --- | --- | --- |
|  | Requirement | Completed | Remarks |
|  | **Voting results** | Station Master sign & time |  |
|  | Text results of counting results to PACA Coordinator/Election Agent or the Station Master Whatsapp group when you receive from CA. |
|  | Check the numbers add up to Form 13 for each stream. | Station Master sign & time |  |
|  | Consolidate all results into one text and send to Election Agent, PACA Coordinator & your PACABA team. | Station Master sign & time |  |
|  | **Form 14** | Station Master sign & time |  |
|  | Collect all Forms 14 from each CA |
|  | Check that all Forms 14 are correctly filled in:* Correct name and number of constituency
* Sequence of candidates are in same order as in ballot paper
* Numbers all add up
* Total ballot papers counted agreed w Form 13
* Signed by PO & all CAs
1. Form 13 totals not more than total voters in Electoral Roll for that Stream
2. Form 14 totals not more than reported Form 13 totals
 | Station Master sign & time |  |
|  | **Ballot Box** | Station Master sign & time |  |
|  | Follow RO in your car all the way to the Counting Centre and ensure all packages and forms are handed over without any stops or interference. |
|  | Hand over your Forms 13 & 14 to the Election Agent or PACA Coordinator as instructed. | Station Master sign & time |  |
|  | *Your work is now completed. You may stay to observe the inclusion of your Polling Centre numbers into the final tally.* |  |
|  | *Text the final result to all your PACABAs and thank them on behalf of the Candidate and the Rakyat Malaysia. Arrange for a get together for drinks for another day.* |  |

**APPENDIX 1 – Guidelines on preparing Duty Roster**

# Check which roles each of your team members has been trained for.

## Those trained as PACA can act as BA also but trained as BA only should not be PA or CA.

## Identify any prior experience as PAs or CAs and assess their aptitude.

## If not already done, rank your PACAs by experience and capability

# Determine how many PACAs you have in all

## 1 PACA per Station: Before counting, requests all POs to prepare Form 14s as you will sign & collect after end of Counting. Stay outside during counting and monitor: Sign & collect Form 14 for whichever Stream that finishes Counting. Do not go in for Counting to avoid getting stuck

## 1 PACA per Stream: PA goes in as PA1 at 7.30am. Leave at 10am or when situation stable: risk is lower. REST, REST, Sleep. Return as PA3-CA at 4pm

## 2 PACAs per Stream: You have three shifts manned by 2 PACAs (PA1/PA3-CA: 7am-11am; PA2: 11am- 4pm; PA1/PA3-CA return: 4pm to end of counting). Stronger PACA is PA1/PA3-CA.

## 3 PACAs per Stream: You can have three PACAs to man shifts (PA1: 7am-12noon; PA2: 12noon- 4pm; PA3-CA: 4pm to end of counting). Strongest PACA is PA3-CA followed by PA1 and then PA2.

## 4 PACAs per Stream: Split PA2 shift

## 5 PACAs per Stream: Split PA1 and PA2 shifts

## 6 PACAs per Stream: Split all three shifts

## More than 6 PACAs per Stream: You can have enough for BAs. There should be two shifts for BAs. If you have more than 2 BAs, you can have more than one BA per shift. The morning shift tends to have more voters arriving. Maximum 4 BA any one time.

# If both Parliamentary and State are under the same party, roster two CAs per stream as one CA cannot cope if they have simultaneous counting for Parliamentary and for State. If you cannot get two, then ask PA1 to come back to be CA to get two CAs per stream.

## The two CAs will have 3 Appointment Letters

## CA1 (stronger CA) have 2 Letters signed by both candidates while CA2 have 1 Letter signed by only one candidate. If one candidate is more vulnerable, CA1 will hold that Letter.

## If consecutive counting, CA1 enters with both Letters. If simultaneous counting, CA1 & CA2 enter with own Letters.

# Always have some standby PAs to be available for absentees or unexpected problems.

## Get some of the more experienced PA2s to be standby for PA1. Once all PA1s are safely in the streams and polling started, you can always release the standby for them to return for their own shift.

## If you are fortunate to have sufficient PACAs for 3 shifts, you can use your least experienced PAs in the middle shift and as standbys. If the situation is stable, send the standby in to relieve a PA after 2 hours service, preferably the older or less experienced ones. Before being relieved, SMS to the PA being relieved and ask him/her to inform PO of the change.