

MUNICIPAL ELECTIONS TRAINING MANUAL



**MAYOR &
COUNCILLORS**



***Elections and Boundaries Department
Revised January 2021***

ELECTIONS AND BOUNDARIES

DEPARTMENT

BELIZE

MUNICIPAL ELECTIONS

TRAINING MANUAL

Elections and Boundaries Department
Revised January 2021

INTRODUCTION

The Belize Constitution enshrines some privileges to us as Belizean in its preambles which read as follows:

⇒ *That the will of the people should form the basis of Government in a democratic society.*

⇒ *The Government is freely elected by universal adult suffrage.*

The Electoral Management Body serves as the bed rock to this cause. This Body comprises of: Elections and Boundaries Commission and Elections and Boundaries Department.

The Elections and Boundaries Commission is responsible for the direction and supervision of the registration of voters and the conduct of elections and referenda. (Sec. 88 (13) of the Belize Constitution)

The Elections and Boundaries Department is headed by a Chief Elections Officer, who is a Public Officer.

The Commission confers its power and duties on the Chief Elections Officer (CEO) who is responsible for the day to day Administration of the Department.

On Election Day, Public Officers who are appointed as Elections Officers play a pivotal role as vanguards of democracy on that day. Their commitment is what makes the electoral machinery possible.

The Belize Constitution (Public Service) Regulations 2014 *Part 19* details the role of Public Officers in the electoral process.

This Training Manual is designed for the purpose of assisting Election Officers to better execute their duties in the most poised manner as possible and should therefore be used only as a **GUIDE** for quick reference. This Training Manual shall not be substituted for the Representation of the People Act, Cities and Town Councils Acts or any other Acts or regulations governing Elections.

Table of Contents

Part I

- 1. Types of Elections**
- 2. Laws Governing Municipal Elections**
- 3. Appointment of Election Officers**
- 4. Roles and Responsibilities of Election Officers**
- 5. Other Stakeholders**

Part II

- 6. Qualification for Members**
- 7. Disqualification for Members**

Part III

- 8. Who can Vote**
- 9. Holding of Elections**
 - 9.1 Nomination of Candidates**
 - 9.2 Establishment of Polling Stations**
 - 9.3 Proxy Voting**
 - 9.4 Incapacitated Voter**
 - 9.5 Voting Procedures**
 - 9.6 Closing of Polls**
 - 9.7 Flow chart of Voting process**
 - 9.8 Counting of the ballots**
 - 9.9 Ballot Paper When Void and Not Counted (Rejected)**
 - 9.10 Guidelines for Counting**
 - 9.11 Flow Chart of Counting Process**

Part IV

- 10. Return After Poll is Taken**

Part V

- 11. Elections Management Rules**
- 12. Election Supplies**

Part VI

13. Election Offences

Part VII

14. Election Forms

Part I

1. TYPES OF ELECTIONS IN BELIZE

GENERAL ELECTION

In accordance with Section 84 (2) of the Belize Constitution, General Elections are held every five years to elect the members of the House of Representative. There are presently thirty-one (31) members who represent the thirty-one electoral divisions in the country.

MUNICIPAL ELECTIONS

In accordance with section 4(1) of Belize City Council Act, Belmopan City Council Act and the Town Councils Act, elections are held every three (3) years. The following members are elected: Belize City: One (1) Mayor and ten (10) Councillors, Belmopan City and Towns, One (1) Mayor and six (6) Councillors.

VILLAGE/ COMMUNITY COUNCIL ELECTIONS

In accordance with the Village/ Community Council Act, CAP 88 elections are held every three years. One Chairman and six members are elected.

REFERENDUM

In accordance with the Referendum Act, CAP 10 and other subsequent amendments, a Referendum is held on matters of sufficient National Importance; and on any proposed settlement with the Republic of Guatemala for resolving the Belize/Guatemala border dispute.

A Referendum is a direct vote in which the electorate is asked to either accept or reject a particular issue or proposal.

In accordance with the Recall of Elected Representatives Act, a Referendum may be held to recall of members of the House of Representative before the expiry of their normal term of office.

2. LAWS GOVERNING MUNICIPAL ELECTIONS

- ❖ Belize City Council Act (Chapter 85)
- ❖ Belmopan City Council Act (Chapter 86)
- ❖ Town Councils Act (Chapter 87)

and related subsidiary legislations.

3. APPOINTMENT OF ELECTION OFFICERS

Returning Officers and Election Clerks

In accordance with section 18(1) of the Cities/Town Councils Acts, the Elections and Boundaries Commission shall appoint, for a municipality, a person to be the Returning Officer and may appoint one or more persons to assist him/her. The Chief Elections Officer in accordance with section 18(2) of the said Acts, with the approval of the Elections and Boundaries Commission, appoint Election Clerks.

If at any time between the dissolution of a Council and the declaration of the result of the election following thereon, the Returning officer dies or become incapable of performing his duties as such, the Election Clerk shall forthwith report that fact to the Chief Elections Officer and shall discharge all the duties and exercise all the powers of the Returning Officer until some other Returning Officer is appointed or until the Returning Officer ceases to be incapable of performing his duties, as the case may be.

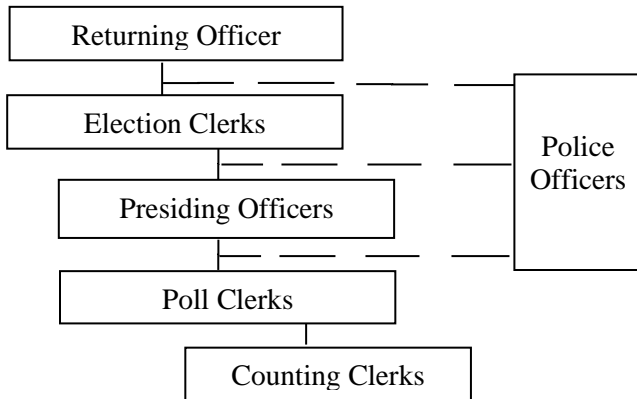
Presiding Officers, Poll Clerks, Counting Clerks, etc.

In accordance with the Cities/Town Councils Regulations, the Chief Elections Officer with the approval of the Elections and Boundaries Commission shall appoint one or more Assistant Clerks for each municipality (Presiding Officers, Poll Clerks, Counting Clerks).

Oath of Office

Any person appointed in any capacity to exercise or perform any power or duty conferred or imposed upon him shall take and subscribe to an oath before a Justice of the Peace to act in that capacity faithfully and without partiality, fear, favor or affection and **to keep secret** whatever information relating to the manner in which any person voted might come to his/her knowledge while acting in that capacity.

The Hierarchy of Election Officers



For the purpose of the smooth management of an election, the following roles and responsibilities of each election officer are outlined

4. ROLES AND RESPONSIBILITIES

4.1 Returning Officers and Election Clerks

The Returning Officer may assign ANY election duty to the Election Clerk before, on and after Election Day.

- a) Overall management of elections
- b) Supervision of election officers
- c) Obtain certified copies of the proper register for the time being

in force from the Chief Elections Officer

- d) Accept proxies and forward application to Chief Elections Officer
- e) Accept nomination of candidates and return to Chief Elections Officer
- f) Distribution of election supplies (e.g. ballot papers etc.) to Presiding Officers
- g) Check condition of buildings being used as polling stations
- h) Establish 100 yards line
- i) Submit hourly report to Chief Elections Officer
- j) Supervise and finalize the count
- k) Report results of elections to Chief Elections Officer
- l) **Immediately** announce result of election
- m) **Immediately** submit form “Return after Poll has been taken”
- n) **Immediately** return all election supplies, properly labeled e.g. ballot papers used and unused, certified copies of register used etc. to Chief Elections Officer
- o) Submit a **Final Report** to the Chief Elections Officer

4.2 Presiding Officers

The Presiding Officer reports to the Returning Officer of the given municipality. He/she is responsible for supervision of the taking of the poll on Election Day **and counting of Ballots**. Other responsibilities include the following:

- a) Report to the Returning Officer
- b) Manage the Polling Station
- c) Inspect the polling station prior to Election Day
- d) Receive and secure the election supplies (including binders and ballot papers) from the Returning Officer prior to Election Day
- e) Ensure adequate fixtures and furniture is available prior to Election Day

- f) Arrange Polling Station prior to opening of polls; including the posting of relevant notices etc.
- g) Ensure security and proper care of **ALL** record cards in binders (**REMOVAL OF RECORD CARDS AND/OR PICTURE(S) IS PROHIBITED**)
- h) Until the opening of the poll the Presiding Officer, keep safe all supplies issued to him/her and shall take every precaution for their safe keeping and to prevent any person from having unlawful access to them
- i) Provide hourly count to the Elections and Boundaries Department and Returning Officer/Election Clerk at one hour intervals. The 6:00 pm count shall be given after the last voter has voted
- j) Opening and closing of polling station
- k) Open and inspect the ballot box in the presence of candidates, agents or others before the opening of the poll to ensure that it is empty
- l) Ensure at least six (6) persons (agents or voters) witness the inspection, of the ballot box (to ensure it is empty) certify and sign in the polling station diary
- m) Examine right forefinger of voter
- n) Ensure the voter dips his/her right index finger in the indelible ink provided to at least the first joint
- o) Management of voters/persons within the polling station
- p) Initial and issue ballot paper to the voter
- q) Ensure the voter deposits his/her ballot paper inside the ballot box
- r) Shall **immediately** cancelled all spoilt ballot papers by writing the word “cancelled” across the face of the ballot paper and initial it
- s) Record information in the station diary on electors not permitted to vote; etc.
- t) Accurately fill out reconciliation form after taking of the poll
- u) Seal ballot boxes in the presence of polling agents at the close

of polls

- v) Ensure ballot box is properly secured and escort ballot box along with authorized personnel to counting station
- w) Counting of Ballot Papers
- x) Return election supplies and binders (except all forms) to Elections and Boundaries registration office in the respective municipality
- y) Ensure all forms are delivered to the Returning Officer at the counting station
- z) Ensure polling/counting stations are cleaned and secured prior to leaving station (keys must be secured and returned).

4.3 Poll Clerks

The Poll Clerk assists the Presiding Officer at a Polling Station in the following areas:

- a) Assist in ensuring that polling station is properly prepared, including the posting of relevant notices for Election Day
- b) Announce the voter's name in a loud and audible voice and inspect the identification card of every voter entering the polling station
- c) Ensure voter's name is on the Voter's List and/or in the Electoral Binder
- d) Verification of voter identity as the need arise
- e) Direct the voter to the Presiding Officer for a Ballot paper
- f) Mark a line through the name of the elector on the Voter's List to indicate that the elector has voted
- g) Direct the voter to dip his/her right index up to the first joint in indelible ink
- h) Observe that the elector deposits his ballot paper inside the ballot box
 - i) Assist in monitoring the smooth flow of electors inside the polling station
 - j) Assist with the process of sealing of documents and ballot

boxes at the close of the poll

- k) Assist in the reconciliation of votes under the immediate supervision of the Presiding Officer
- l) Assist in Counting of Ballot Papers
- m) Assist Presiding Officer as may be necessary or as directed

Note: All presiding officers and poll clerks are required to perform duties as counting clerks at the close of the polls.

4.4 Election Officers

Presiding Officers and Poll Clerks work in the counting station. He/she assists in the reconciliation and counting of votes under the supervision of the Presiding Officer and Returning Officer.

5. STAKEHOLDERS

Stakeholders are partners who play a crucial role and interest in the election process. Such partners are the police officers, political parties, independent candidates, agents, etc.

5.1 Police Officers

Police Officers are posted inside and outside polling and counting stations to maintain law and order. They carry out instructions from Returning Officers, Election Clerks and Presiding Officers.

5.2 Polling and Counting Agents

Polling and Counting Agents are representatives of the Candidates officially designated as witnesses at polling and counting stations. Each Candidate may appoint Polling Agents and Counting Agents to attend polling and counting stations for the municipality being contested.

5.3 Appointment of Agents

Appointment of a Polling/Counting Agent is made in writing to the Returning Officer indicating the name and address of the appointee and duly signed by the Candidate.

Application forms can be obtained from the Returning Officers and any of the Elections and Boundaries Department offices countrywide. Applications for polling and counting agents are to be completed and submitted to the Returning Officer **no later than twenty-four hours before** the commencement of the poll.

5.4 Number of Agents Allowed Inside Polling and Counting Stations

- a) Each candidate shall have the power to appoint polling agents to be present at polling stations

Provided that **not more than one** such agent shall be present within a polling station at any time.

- b) Each candidate may appoint **two counting agents, per box**, for the counting
- c) Every appointment of an agent shall be in writing and shall state the name and address of the person, duly signed by the candidate and presented to the returning officer/presiding officer

5.5 Roles and Responsibilities of Agents

- a) To witness all aspects of the voting and counting process, except the marking of the ballot paper
- b) Prior to the opening of polls, examine the ballot box to ensure that it is empty
- c) Inspect the voting booth to ensure there is nothing there, which may in anyway influence the voter
- d) May through the Presiding Officer, challenge and/ or verify the identity of an elector
- e) To perform functions in accordance with the Election Rules
- f) To cooperate fully with the instructions of the Election Officers
- g) To bring to the attention of the Presiding Officer / Returning Officer any action which he/she considers is not

in accordance with the provisions of the Election Rules

- h) To refrain from speaking to, or attempting to influence any voter from the time the voter enters the polling station until he/she leaves the polling station.

5.6 Runners

Runners are agents of candidates who **briefly** visit the polling stations to relay information to and from the polling agents in the polling stations.

Runners are **NOT** allowed in the polling station for a lengthy period of time.

NOTE: Non-attendance of Candidates and/or Agents will not invalidate the voting and/or counting proceedings.

Part II

6. QUALIFICATIONS FOR MEMBERS

Belize City

Any person who:

- a) Is a citizen of Belize; **and**
- b) A voter

Belmopan City and Towns

Any person who:

- c) Is a citizen of Belize; **and**
- d) A registered voter of that Municipality

7. DISQUALIFICATIONS OF MEMBERS

No person shall be eligible for election as a member of a Council, or having been elected, shall sit or vote on the Council who:-

- a) holds an office of emolument or place of profit in the gift or disposal of the Council; or
- b) has directly or indirectly by himself or his partner, any share or interest in any contract with the Council; or
- c) is in employment of the Council; or
- d) is an un-discharged bankrupt, having been adjudged or otherwise declared bankrupt under any law in force in Belize or any other Commonwealth country; or
- e) has, in Belize or any other Commonwealth country, been sentenced to death or to imprisonment (by whatever name called) for a term exceeding twelve months and has not either suffered the punishment to which he was sentenced or such other punishment as may by competent authority have been substituted therefore or received a free pardon, or
- f) is a person adjudged to be unsound mind or detained as a criminal lunatic under any law in force in Belize; or
- g) is a public officer; other than a teacher or an open vote worker; or
- h) is a returning officer for an election to the member of the Council; or
- i) has not ordinarily resided in Belize for at least one year immediately preceding the date of the election or is not domiciled in Belize or ordinarily resident therein at the date of the election; or
- j) is or becomes a member of the National Assembly or of any commission established by or under the Belize Constitution

8. WHO CAN VOTE

The persons who are entitled to vote at the election of a member of a Council shall be those persons whose names appear on the register of electors for the Council, as existing on Nomination Day.

An elector can vote **with** or **without** a Voters' Identification Card if his/her name appear on the Voters' List and/or has a Record Card in the binder.

Part III

9. HOLDING OF ELECTIONS (Part V Subsidiary Laws)

9.1 NOMINATION OF CANDIDATES (Regulation 48 – 52)

(1) Certified copies of Registers of Electors

Before the day fixed for Nomination of candidates the returning officer shall obtain, from the Chief Elections Officer, the prescribed number of copies of registers of electors for the given municipality.

Form of Nomination Paper (Form 12)

- (2)** On Nomination Day, and at the place fixed for the nomination of candidates, the Returning Officer or any assistant duly authorized, shall attend at ten o'clock in the forenoon to receive nominations of any duly qualified candidate or candidates for the seats to be filled.
- (3)** Every candidate shall be proposed on one nomination paper, Form 12, signed by two persons whose names appear on the register of electors for the Municipality concerned.
- (4)** The candidate shall assent to the nomination in writing by affixing his/her signature to the nomination paper.

(5) The candidate is required to complete the attachment to the Nomination Form with the information “exactly” how he/she wishes his/her name to appear on the ballot paper.

(6) The candidates or someone on their behalf shall make a deposit of twenty-five dollars (Town Councils) fifty dollars (City Councils) and if he or she fails to do so, the nomination shall be deemed to be void.

(7) If a candidate who has made a deposit is not elected and the number of votes polled, does not exceed one-tenth of the total number of votes polled, the amount deposited shall be forfeited, but in any other case the deposit shall be returned to the person who made the deposit as soon as practicable after the results of the election is declared.

(8) No person shall be nominated or be accepted as a candidate in **absentia**.

(9) If at four o'clock in the afternoon no more candidates have been nominated than there are seats to be filled, the Returning Officer shall declare such candidates to have been duly elected.

(10) If more candidates are nominated than there are seats to be filled, then a poll shall take place being not more than fifteen days after nomination.

(11) It shall be lawful for any person whose name appears on the register of electors for that Municipality to object to the nomination of any candidate and the Returning Officer shall decide on the validity of every objection made.

(12) If the Returning Officer disallows the objection, his/her decision shall be final, but if he/she allows the same his/her decision shall be subject to reversal on petition questioning the election or return.

9.2 ESTABLISHMENT OF POLLING STATIONS

Definitions:

a. Polling Area:

Polling Area is a subdivision of an electoral division into one or more sections/areas for the better management of the number of registered electors for that particular polling area.

b. Polling Station:

Polling Station is a designated building/structure within a particular polling area, which is accessible to the electorate to vote during an election to cast their votes.

The number of polling stations established will depend on the number of voters and shall be divided considering and placing as equal as possible the number of electors at each polling station. A voter shall vote at the polling station where his/her name appears on the official register of electors for the particular polling station.

The Returning Officer and other Election Officers assigned to work with him/her shall visit all polling stations and ensure that all facilities needed are in place e.g. tables, chairs, lighting, bathroom facilities; etc.

One hundred yards line is to be established, known as the restricted area, which shall be agreed upon by the Returning Officer and candidates, prior to the commencement of the taking of the polls.

The Presiding Officer and his/her Poll Clerks shall set up the polling station in a way so that electors have easy access and departure from the station on Election Day.

For the guidance of voters when voting, notices shall be printed in conspicuous characters and visibly placed at the polling station.

9.2.1 WHO ARE ADMITTED IN THE POLLING STATIONS

- (1) The Presiding Officer shall keep order at the polling station and shall regulate the number of electors to be admitted at a time, and shall exclude all other persons except his assistant, the Chief Elections Officer, the Assistant Chief Elections Officer, the Returning Officer, the Election Clerk, the candidates and their Polling Agents and Police Officers on duty.
- (2) The agents aforesaid shall be posted in such a way that they can see each person who presents him/herself as a voter and hear the name as called by the Election Officer, but so that they cannot see how any voter votes.
- (3) If any person persists, after being warned, in disobeying the directions of the Presiding Officer or in acting in contravention of these Regulations, the Presiding Officer may cause him/her to be removed from the polling station. The Presiding Officer may at any time summon Police Officers within the polling station for the purpose of preserving order.

9.3 PROXY VOTER

A Proxy Voter is an elector appointed to vote on behalf of another voter. The vote is called a Proxy Vote.

9.3.1 Persons Eligible To Appoint Proxies

Only the following persons can appoint proxies:

- a) Persons who are employed in an essential service elsewhere; such as persons employed outside Belize in any Belizean Embassy or Consulate including their spouses and dependants; or
- b) Members of the Belize Defence Force; or
- c) Members of the Police Force assigned for duty in some other polling area; or
- d) Persons acting as Election Officers in some other polling station; or

- e) Persons employed in transporting or in any other manner assisting an Election Officer in some other polling station.

9.3.2 Procedures for Proxy

- a) A person desirous of voting by proxy shall make a written application to the Chief Elections Officer set out in Form 15 and shall sign such application before and in the presence of a :
 - Justice of the Peace, or
 - Notary Public or Belize Honorary Consul, or
 - Commissioner of Police, or
 - Commandant of the Belize Defence Force
- b) The appointment shall be made by the Chief Elections Officer by means of a proxy paper issued by him/her in the manner set out in Form 14 on application made to him/her by the elector;
- c) For the purpose of expediency in processing the proxy application the Chief Elections Officer may authorize the registering officers to sign the proxy paper on her behalf, after the particulars of the applicant and proxy has been properly verified.

Provided that-

- i. A person shall not be eligible to be appointed as a proxy unless he is: -
 - a. Eighteen years of age or over;
 - b. registered as an elector not subject to any legal incapacity to vote at such elections

9.3.3 Proxy Register

Proxy Register is a register comprising of the names and other particulars of all persons including electoral division/municipality for whom proxies have been appointed and approved.

The Proxy Register shall be used to verify the identity and other particulars of the proxy as well as of the person who appointed him or her.

The Returning Officer shall keep a record of electors for whom proxies have been approved and the names and addresses of the persons so appointed.

NOTE: Proxy voters **SHALL NOT** dip his/her finger in the indelible ink whilst casting a proxy vote.

9.4 INCAPACITATED VOTER

Incapacitated means: to make legally incapable or ineligible (person impaired by mental and/or physical deficiency).

9.4.1 Where a voter is incapacitated and unable to vote in the prescribed manner either through blindness, or other physical causes, including the inability to write, that voter **shall** be allowed to bring along into the polling station a person of that voter's choice, to mark the ballot paper on the voter's behalf and to place the ballot so marked inside the ballot box.

Explanatory Note: The person whom the incapacitated voter chooses will represent him /her as the person who will mark the ballot paper on behalf of the incapacitated voter.

9.5 VOTING PROCEDURES

9.5.1 Before the hour fixed for the opening of the poll, the Presiding Officer and Poll Clerks shall allow the polling agents, candidates or voters to inspect the ballot box to ensure that they are empty and **LOCK** the ballot box with the padlock supplied. At no time should the ballot box be opened again during the voting process. The Presiding Officer shall keep the key thereof and the box shall be placed on a table in full view of all present and maintained there until the closing of the poll.

Note: The Presiding Officer **shall** repeat the process in item 9.5.1 (above) for verifying that a ballot box is empty in every instance where a different ballot box is brought into service.

- 9.5.2** **Prior to the opening of polls**, the Presiding Officer shall announce that no ballot paper serial number will be disclosed. The polling agents, however, will be given the total number of ballot papers issued for a particular polling station
- 9.5.3** Presiding Officers shall **simultaneously** declare the polls open at **7:00AM** sharp, and invite voters into the polling station in an orderly fashion to cast their votes
- 9.5.4** Presiding Officers shall inform each voter that cellular phones must be put away and **not used** whilst inside the polling station
- 9.5.5** The poll clerk verifies the voter on the register of electors and/or in the binder and calls out the name of the voter and number assigned on the Register of Electors (far left hand side) in an audible voice
- 9.5.6** Having found the voter's name on the list, the poll clerk assists the presiding officer and request the voter to show his/her fingers to ascertain that it is not already marked with such indelible ink. If a voter refuses or omits to show his finger as aforesaid, or if the forefinger of his right hand (or any other finger if there is no such forefinger) is already marked with indelible ink, the presiding officer shall refuse to receive his vote unless he is satisfied that the voter has not previously voted at the same election
- 9.5.7** The Poll Clerk shall then proceed to make a mark against the name of the voter on the register of electors whilst the other Poll Clerk assists in supervising the dipping of the voter's right index finger, at least to the first joint, in the indelible ink provided
- 9.5.8** Having been satisfied of the identity of the voter the Presiding Officer shall place his/her initial to the back of the ballot paper

and deliver the ballot to the voter who shall then proceed in the prescribed manner

- 9.5.9** Proceed to the polling booth
- 9.5.10** Mark the ballot paper for the candidates he/she wishes to vote for
- 9.5.11** Fold the marked ballot paper so as to show the initial of Presiding Officer but conceals votes
- 9.5.12** Place the ballot paper in the ballot box provided
- 9.5.13** Immediately exit the polling station
- 9.5.14** Where the name of any person, who has been duly registered as an elector and has a registration record card in the binder but his/her name is not in the register of electors, such person may be permitted to vote in the polling station in which he/she would have been entitled to vote. The Presiding Officer shall maintain a list of the names and registration numbers of the electors thus permitted to vote
- 9.5.15** The Presiding Officer may, at his/her discretion, and shall, if required by any candidate or polling agent at the time of the votes being received, put to any voter, who is in possession of an identification card, at the time of tendering his/her vote, the following questions, or either of them, and no other-
 - a) Are you the same person whose name appears as (A.B. as the case may be) on the register of electors now in force?
 - b) Have you already voted at this election either here or elsewhere for the election of the members of any municipality?
- 9.5.16** Where any voter is, at the time of tendering his vote, not in possession of an identification card, the Presiding Officer may at his discretion ask any question relating to his identity, his place of residence, his age and any other matter that may be of

assistance in establishing the identity of such voter, and may, before asking questions, require the voter to take an oath in the following form which the presiding officer is hereby authorized to administer-

" You swear that you shall true answer make to all such questions as the presiding officer shall demand of you to establish your identity. So help you God."

If any person refuses to answer any question so put to him/her, the Presiding Officer may refuse to receive his/her vote.

9.5.17 Any candidate or polling agent may, through the Presiding Officer, challenge the identity of any voter and shall upon so challenging the identity of any voter is entitled to examine the identification card of that voter and to compare the same with the registration record card relating to such voter.

9.5.18 Spoilt Ballot Paper

A voter who by mistake or other error dealt with his/her ballot paper that it cannot be conveniently used as a ballot paper may, on delivering to the presiding officer, obtain another ballot paper in place of that so delivered.

The Presiding Officer shall:

- a) Immediately write the word "CANCELLED" across the front of the ballot paper;
- b) Place the ballot paper in the envelope provided for spoilt ballots: **and then**
- c) Initial the back of another ballot paper and hand it to the voter who then proceeds to mark the ballot paper in the prescribed manner.

A Spoilt ballot paper is not placed in the ballot box.

9.6 CLOSING OF THE POLLS

At 6:00p.m., the Presiding Officers simultaneously announce the closing of all Polling Stations and the Presiding Officers shall request the Police Officer to stand behind the last voter in the line (if any).

As soon as the last voter has casted his/her ballot, the Presiding Officer summons polling agents to witness the sealing of the Ballot Box. The following shall proceed thereafter:-

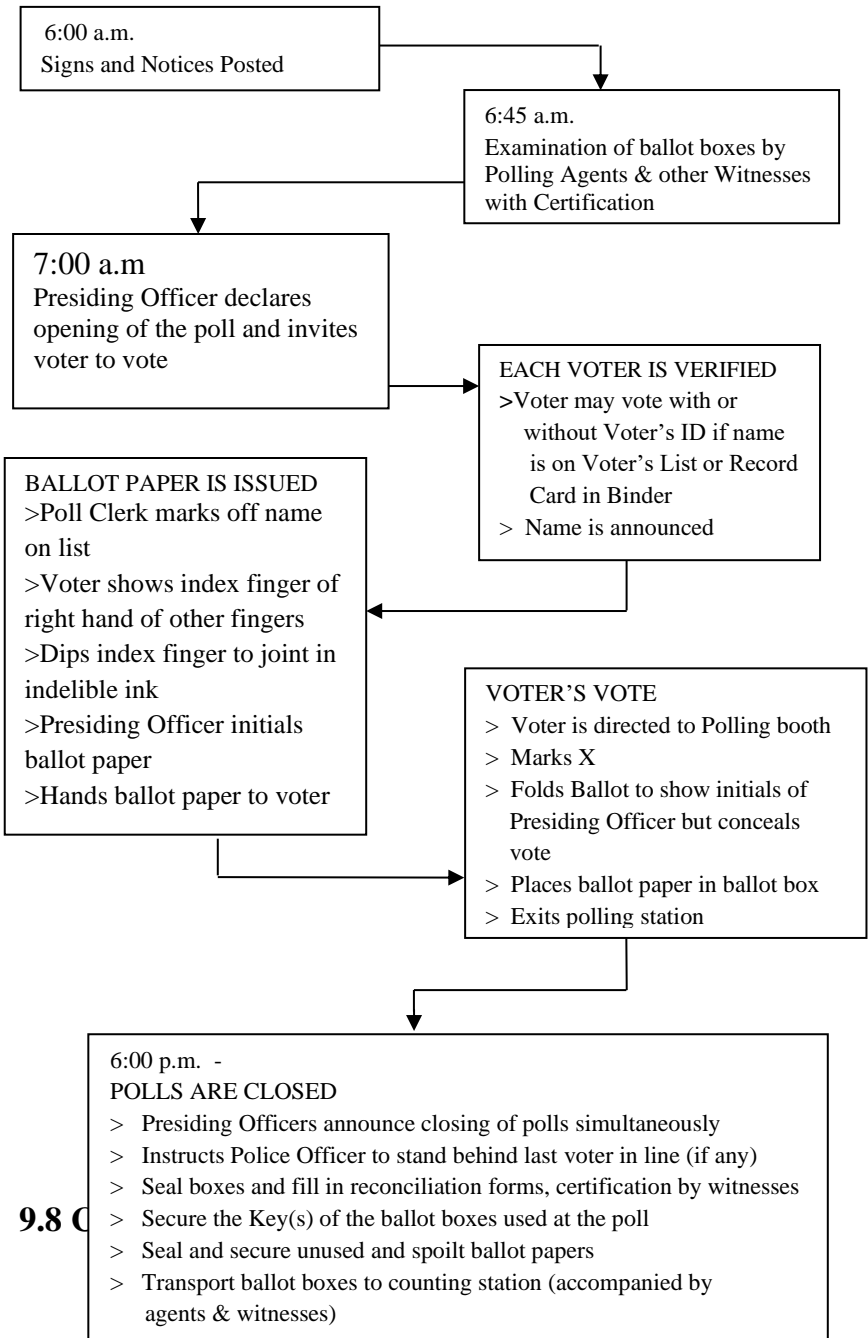
- a) Seal and secure ballot box or boxes used at the polling station so as to prevent the introduction of additional ballot papers
- b) Presiding officer fills out reconciliation form
- c) Secure the key(s) of the ballot box(es) used at the poll
- d) Seal and secure unused and spoilt ballot papers
- e) Seal and secure marked copies of the register of electors
- a) The presiding officer secures the polling station, the ballot box, all forms, lights and all supplies and transport to the counting station in the assigned vehicle.
- b) The agents (if any) shall have the right to accompany the ballot box to the counting station

9.6.1 After the close of the polls the Presiding Officer shall ensure that all unused ballot papers; and other forms/documents etc. shall be carefully sealed in the assigned **envelopes provided** in the following manner:

Polling

- ✓ Unused Ballot Papers
- ✓ Spoilt Ballot Papers
- ✓ Marked copies of Register of Electors
- ✓ Forms/Station Diary (e.g. Reconciliation Form, Hourly Count, Consecutive Numbers, etc)

9.7 FLOW CHART OF THE VOTING PROCESS



9.8 C

- 9.8.1** Upon arriving at the counting station, the Returning Officer shall verify the information on the reconciliation form in the presence of the Presiding Officer and the candidates or their agents and certify the information
- 9.8.2** Prior to the opening and counting of the ballots the Returning Officer shall inform all those present of what is considered accepted and rejected ballots
- 9.8.3** The Presiding Officer/Counting Clerk shall commence with the counting under the guidance of the Returning Officer.
- 9.8.4** The Presiding Officer/Poll Clerk/Counting Clerk shall in the presence of the candidates or their agents if any and of such other person (s) as he/she may deem proper, proceed respectively as follows-
- i. Place votes in batches of twenty-five (25) by party/independent
 - ii. Record acceptable votes on tally sheets and include in the party/independent batches
 - iii. Place questionable ballots in one separate batch
 - iv. Request Returning Officer to decide on questionable ballots – separate **rejected** from **acceptable** ballots
 - v. Tally votes per party/independent on tally sheets and record total per candidate on top right hand corner of tally sheet
 - vi. Place all rejected ballots in marked envelope
 - vii. Place all accepted ballots in marked envelopes
 - viii. Record totals from tally sheet on form : Polling Station Alphabetical Breakdown (Count 1) and have agents sign to confirm.

IMPORTANT NOTE: Ensure totals are legible and accurate

- 9.8.5** After the counting of the votes, the presiding officer/counting clerk shall forthwith inform the Returning Officer of the accurate results for the box **[Polling Station Alphabetical Breakdown (Count 1)]** which he/she has responsibility for.
- 9.8.6** The presiding officer/counting clerk shall **forthwith** deliver the completed **[Polling Station Alphabetical Breakdown (Count 1)]** form to the returning officer.
- 9.8.7** The Returning Officer shall verify the accuracy of the results from the **[Polling Station Alphabetical Breakdown (Count 1)]** and forthwith inform the Chief Elections Officer at the completion of each box.
- 9.8.8** The returning officer shall:
- i. Gather **ALL** Polling Station Alphabetical Breakdown [form (Count 1)] by polling area number.
 - ii. On **Polling Area Total** [form (Count 2)], combine and record votes received from **ALL** Ballot Boxes **[Polling Station Alphabetical Breakdown (Count 1)]**, for each candidate, in the exact order as it appears on the Ballot Paper. Sign and invite witnesses to certify and sign.
 - iii. On **Statement of Poll** [form (Count 3)], combine totals from **ALL** ‘Polling Area Total’ [form (Count 2)], for each candidate, in the exact order as it appears on the Ballot Paper. Sign and invite witnesses to certify and sign (**THIS IS THE FINAL RESULT**).

IMPORTANT NOTE: ENSURE THAT ALL FORMS ARE COMPLETED IN THE EXACT ORDER AS IT APPEARS ON THE BALLOT PAPER AND THAT ALL TOTALS ARE LEGIBLE AND ACCURATE.

- iv. Share results from Statement of Poll with all agents and Chief Elections Officer.
- v. Publicly declare results.

Non-attendance of candidates and/or agents will not invalidate the counting procedures.

9.8.9 Candidates or their agents may request a recount. However, the returning officer may refuse to do so if in his/her opinion the request is unreasonable.

9.8.10 After counting the votes, all ballot papers and other forms/documents shall be carefully sealed in the assigned **envelopes provided** in the following manner:







Counting

- ✓ Ballots cast for each party/independent (SOLID VOTES; separated by party/independent)
- ✓ Ballots cast (SPLIT VOTES)
- ✓ "Rejected" Ballot Papers
- ✓ "Rejected Objected to" Ballot Papers
- ✓ "Rejected in part"(include memorandum ref **9.9.3**)
- ✓ Tally Sheets

9.8.11 At the conclusion of the counting process, the returning officer shall immediately submit to the Chief Elections Officers the completed and accurate forms:

- Polling Station Alphabetical Breakdown (Count 1)
- Polling Area Total (Count 2)
- Statement of Poll (Count 3)
- Return after poll has been taken

Some examples of Marks that are Acceptable

Tick		Thumb Print		Vertical Mark	
Diagonal Mark		Cross		Shaded Box	

A Zero

0

Name of Candidate

9.9 **BALLOT PAPERS, WHEN VOID AND NOT COUNTED (REJECTED)**

9.9.1 Any ballot paper-

- a) Which does not have the Presiding Officer's initials on the back of it; **or**
- b) In which the elector has voted for more candidates than there are seats to be filled; **or**
- c) Which is not marked for any candidate; **or**
- d) Which contains any writing or mark by which the elector could be identified; **or**
- e) Which is unmarked or void for uncertainty

Shall be rejected and shall NOT be counted.

9.9.2 The Returning Officer shall endorse "**rejected**" on any ballot paper which he/she may reject as void and shall add to the endorsement "**rejection objected to**" if an objection be in fact made to his/her decision by any person entitled to be present

9.9.3 Where an elector is entitled to vote for more than one candidate, a Ballot Paper shall not be deemed to be void for uncertainty in respect to any vote as to which no uncertainty arises and that vote shall be counted. The Returning Officer shall endorse the words "**Rejected in part**" and a memorandum specifying the votes to be counted and shall add to the endorsement

9.9.4 Any candidate or his/her agent may at any time during the counting of the votes request the Returning Officer to re-count all or any of the ballot papers or to recheck any figures recorded by the Counting Clerk

9.9.5 The Returning Officer may also at his/her discretion re-count or direct the re-count of votes in any case if he/she is not satisfied as to the accuracy of any previous count

- a) Provided that nothing herein shall make it obligatory for the Returning Officer to count or cause to be re-counted the same votes more than once or to recheck the figure more than once

9.9.6 If there is given to two or more candidates an equal number of votes in respect of the seat or the last remaining seat to be filled as the case may be the election as between the candidates with an equal number of votes shall be decided by the drawing of lots

9.9.7 Subject to reversal on petition questioning an election or return, the decision of a Returning Officer as to any question arising in respect of any ballot paper shall be final

Provided that-

- a) when an election petition has been presented questioning the validity of any election or return, the Chief Elections Officer shall, on an order of the Supreme Court, deliver to the proper officer of that court, the papers in his/her possession relating to the election that is in dispute; **and**

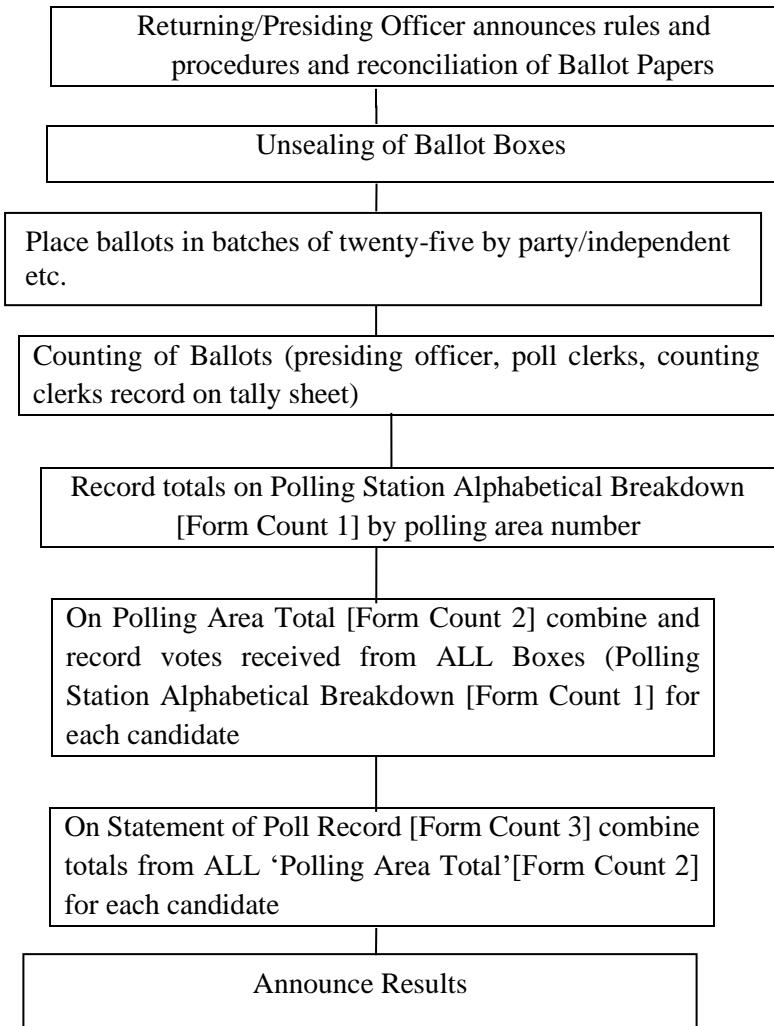
- b) after the expiration of twelve months from the date of any election the Chief Elections Officer shall burn the papers used at the election.

9.10 GUIDELINES FOR COUNTING

- a. (i) Place **solid** votes in batches of twenty-five (25) by Candidate/Party.

(ii) Place **questionable** votes and **split** votes in two separate batches.
- b. Tally solid votes– record and have witness confirm.
- c. Use Tally Sheets to count **Split** Votes by party/independent
- d. Tally **Split** Votes by:
(i) Political Party
(ii) Independent
- e. Decide on **questionable** votes– separate **rejected** from **accepted** votes.
- f. File away **rejected** votes as per rules.
- g. Tally **accepted** votes and include in the count for solid and split votes.
- h. Tally **all** votes for **each** Ballot Box and record on multiple forms provided and have agents witness by signature.
- i. Combine votes/ results for **All** Ballot Boxes on forms provided and have agents witness by signature.
- j. Attach results of individual boxes to combined result.
- k. Share combined results with **All** Agents.
- l. Publicly announce results.

9.11 FLOW CHART OF THE COUNTING PROCESS



Part IV

10. RETURN AFTER POLL IS TAKEN

The returning officer shall submit a complete report of the election (observation, challenges and recommendations) to the Chief Elections Officer **within one week of the election.**

- 10.1** If any Returning Officer wilfully delays, neglects or refuses duly to return any person who ought to be returned to serve on the Council and if it has been determined on the hearing of an election petition respecting the election to the Council that such person was entitled to have been returned, the Returning Officer who has so wilfully delayed, neglected or refused duly to make such return of his election shall forfeit to the person aggrieved the sum of five hundred dollars and costs in addition to all damages sustained.
- 10.2** Any candidate may himself do, or aid in doing anything which his agent may do under these Regulations and may be present at any place at which his agent may under these Regulations be present.
- 10.3** No voter who has voted at any election shall, in any proceeding to question the election, be required to state for whom he has voted.

11. ELECTIONS MANAGEMENT RULES

The Polling Agents

T-Shirts and Political Colours for Polling Agents

- Polling Agents working /living inside the polling stations may **not** wear Party T-Shirts.
- Polling Agents called “runners” who frequently visit the polling stations may wear Party T-Shirts or colours.
- Voters are not restricted from using Party T-Shirts or colours

The Press at the Polling Station

The Press is not allowed within the one hundred yards line of the polling station nor inside the polling station. Once the Returning Officer has updated the Chief Elections Officer, he/she may disclose the information to the press beyond the one hundred yards marker. The Chief Elections Officer will brief the Media on a timely basis.

The Use of Laptops

Polling Agents are allowed to use laptops **without rear camera** in the polling stations, **strictly for official use**.

Persons who fail to comply will be immediately ejected by the Presiding Officer from the polling station and will be additionally liable for persecution for such offence.

Cellular Phone within Polling Stations

- a. Election Officers within a polling station are allowed to use cellular phones strictly to conduct official duties within polling stations. **Use by any other person is strictly prohibited.**
- b. No person shall on polling day, within a polling station, without the express permission of the Presiding Officer, use a paging machine or any other device for electronic communication or film or take photographs or make any audio/video recording of any matter or thing on Election Day.

Note: Presiding Officers shall inform each voter that cellular phones must be put away and **not used** whilst inside the polling station.

Cellular Phone within Counting Stations

- a. Cellular Phones with vibrators are acceptable within the counting stations. The ringing of cellular phones will **NOT** be allowed inside the counting station. Any candidate or Agent who wishes to respond to a vibrating cellular call is to do so outside of the

counting station

- b. Texting is **PROHIBITED** inside the counting station
- c. No video or photograph taking is allowed within the counting station.

Weapons

No person shall carry, discharge or use any firearm or ammunition in any public place within one hundred yards of any polling station or counting station between the hours of the opening of the poll on polling day and until the completion of counting of ballot papers.

12. ELECTION OFFENCES

The following are the list of offences in accordance with the Cities/Town Council Acts and Regulations:

12.1 Restriction on sale of intoxicating liquor

Section 146 (1):

- a. A person who is the holder of a liquor license granted under the Intoxicating Liquor Licensing Act shall be prohibited from the sale of all forms of intoxicating liquor during the opening of the polls and the hour appointed for the completion of counting of ballot papers.
- b. A person who contravenes sub-regulation (1) commits an offence and is liable on summary conviction to a fine not exceeding two thousand dollars.

12.2 Employer to allow employee the prescribe period for voting

Section 147 (1):

- a. Every employer shall allow every voter in his employ a reasonable time during the prescribed period for voting to exercise his/her right to vote and shall not make any deduction from their pay or other remuneration
- b. A person who contravenes sub-regulation (1) commits an offence and is liable on summary conviction to a fine not exceeding two thousand dollars or to imprisonment for a period not exceeding one year

12.3 Infringement by Election Officers

Section 148:

Every Election Officer who is guilty of the following offences, on conviction on indictment, is liable to be imprisoned for any term not exceeding five years.

- (a) makes in any record, return or other document which he is required to keep or make under this Regulation, any entry, which he knows or has reasonable cause to believe to be false, or does not believe to be true; **or**
- (b) permits any person whom he knows or has reasonable cause to believe not to be a blind person or an incapacitated person to vote in the manner provided for blind persons or incapacitated person, as the case may be; **or**
- (c) Refuse to permit any person whom he knows or has reasonable cause to believe to be a blind person or an incapacitated person to vote in a manner provided for blind persons or incapacitated person, as the case may be; **or**
- (d) wilfully prevents any person from voting at polling station at which he knows or has reasonable cause to believe such person is entitled to vote; **or**
- (e) wilfully rejects or refuses to count any ballot paper

which he knows or has reasonable cause to believe is validly cast for any candidates in accordance with the provisions of these Regulations; **or**

(f) wilfully counts any ballot paper as being cast for any candidate, which he knows or has reasonable cause to believe was not validity cast for such candidate.

- (1) No person shall directly or indirectly induce any voter to display his ballot paper after he has marked it, so as to make known to any person the name of the candidate for or against whom he has so marked his vote.
- (2) Any person acting in contravention of this section shall be liable, on summary conviction, to a fine not exceeding one thousand dollars and in default of payment, to imprisonment for a term not exceeding one year.

12.4 Prohibition of the Printing and Publishing of Prescribed Forms (Ballot Papers)

Section 65:

- (1) No one other than the Chief Elections Officer or a person authorized by him/her shall print or publish any form prescribed by these Regulations or print or publish any form which in the opinion of the Chief Elections Officer resembles or sufficiently resembles any form prescribed by these Regulations so as to be capable of misleading an elector into believing that that form was a form or a sample of a form printed or published by the Chief Elections Officer.
- (2) Any person who contravenes the provisions of paragraph (1) of this regulation shall be guilty of an offence and shall be liable upon summary conviction to a fine not exceeding five hundred dollars or to imprisonment for any term not exceeding three months or to both such fine and imprisonment.
- (3) Any person who distributes any form printed or published in contravention of the provisions of paragraph (1) of this regulation

shall be guilty of an offence and shall be liable upon summary conviction to a fine not exceeding two hundred and fifty dollars or to imprisonment for a term not exceeding one month or to both such fine and imprisonment.

12.5 Infringement of Secrecy of the Voting on Polling Day

Section 157 :

(1) Every officer and clerk in attendance at a polling station shall maintain and aid in maintaining the secrecy of the voting in that station, and shall not communicate to any person, except for some purpose authorized by this Act, before the poll is closed, any information as to the name or number on the register of voters of any voter who has or has not applied for a ballot paper or voted at that station, and no person whoever shall interfere or attempt to interfere with a voter when marking his vote, or otherwise attempt to obtain in the polling station any information as to the candidate for whom any voter there is about to vote or has voted, or as to the number on the back of the ballot paper given to any voter there.

(2) Every clerk and agent in attendance at the counting of the votes shall maintain and aid in maintaining the secrecy of the voting and shall not attempt to ascertain at the counting the number on the back of any ballot paper or communicate any information obtained at the counting as to the candidate for whom any vote is given in any particular ballot paper.

(3) No person shall directly or indirectly induce any voter to display his ballot paper after he has marked it, so as to make known to any person the name of the candidate for or against whom he has so marked his vote.

(4) Any person acting in contravention of this section shall be liable, on summary conviction, to a fine not exceeding one thousand dollars and in default of payment, to imprisonment for a term not exceeding one year.”

Part V

13. Election Supplies

Documents and Materials Used at the Polling Station

Presiding Officers are provided with the following supplies and forms to be used at the polling station.

Register of Electors - contains names of persons qualified to vote

Electoral Binder - contain record cards with personal information including photograph for each elector

Ballot Paper - a form used by the elector to cast or mark his/her vote opposite the name of the candidate(s) of his or her choice

Ballot Box - is a container where a voter deposits his/her marked ballot paper. It is placed in full view of all present and maintained there until the close of the poll

Stands - used to post notices outside of polling station

Indelible Pencils - used to mark or cast the vote for the desired candidate(s)

Paper Tissue- used by elector for cleaning of index finger after voting

Seals (electrical tape, matches, candle) - used to seal ballot box upon the close of polls

Indelible Ink - a semi permanent ink that is applied to index finger of voter(s) during elections in order to prevent double voting.

Lamps (flashlight) - used in the event of any electrical failure

Other Supplies (rulers, thumb tacks, garbage bags, pencil sharpeners, pens, rubber bands, markers, paper clips) - support materials used during elections

Padlock/keys - padlocks to lock ballot boxes after inspection prior to voting and keys are kept in the custody of presiding officers for opening of ballot box at the counting station

Polling Booth - compartment within a polling station to protect the secrecy of the voting by electors

Guidance to Electors - notices posted inside and outside the polling station giving directions to the electors

100 yards Notice - notice posted outside the polling station giving instructions that no assembly or congregation is permitted in this area

Voting Procedures - notices posted outside polling station indicating steps during the voting process

Polling Station Diary - used by Presiding Officers to record information/activities that occur during the polling for example:

- Inspection of ballot boxes at opening and closing of polls
- Particulars of electors who present themselves to vote after another person has voted using his/her name
- Particulars of electors not permitted to vote
- Spoilt or cancelled ballot papers
- Any unusual incident

Envelopes - Ballots cast for each party/independent, used ballot papers, unused ballot papers, spoilt ballot paper, rejected ballot paper, rejection objected to ballot papers, rejected in part, marked copies of Register of Electors, election documents are to be placed in envelopes. These envelopes display the purpose for which they are to be used. **The polling station's name, number and alphabetical breakdown is to be clearly indicated on the envelopes.**

Oath Forms - administered to all Election Officers and other persons assisting in election duties witnessed by a Justice of the Peace

Hourly Rate of Voting - use to record the amount of votes cast per hour

Consecutive Numbering - used to mark as each vote is cast

Reconciliation Form - used to reconcile used and unused ballots issued

Forms used at the Counting Station

Tally Sheets - used to record votes cast

Polling Station Alphabetical Breakdown - used to record results of votes cast in individual polling station within a given polling area

Polling Area Total – used to record results of total votes cast in each individual polling station for the given polling area.

Statement of the Poll - used to record results of votes cast in all polling stations for all polling areas for the given municipality

Return after Poll has been taken - used to submit final results to the Elections and Boundaries Commission through the Chief Elections Officer

Part VI

ELECTION FORMS

**BELIZE CITY COUNCIL (REGISTRATION OF ELECTORS AND ELECTIONS)
REGULATIONS, CAP. 85
(Regulations 46)
Form No. 12
FORM OF NOMINATION PAPER**

We, the undersigned being registered electors for the Belize City Council do hereby nominate the following person as a proper person to serve as an elected member for the Council.

SURNAME	OTHER NAMES	ABODE	PROFESSION/ OCCUPATION

I assent to the above Nomination

(Signed by the Person assenting the Nomination)

(Registered Elector)

(Registered Elector)

*Please print name and voters' registration number in block letters immediately below signature of registered elector and person assenting the nomination.

(attachment to nomination form)
Information as requested to be stated on ballot paper

Political Party/Independent _____
(Please spell out AND abbreviate)

SURNAME	OTHER NAMES (INCLUDE AKA ETC)	ADDRESS	DATE OF BIRTH (DD/MM/YYYY)	OFFICE SOUGHT	COLOUR

* Please type or print all information in full **BLOCK LETTERS**

MUNICIPAL ELECTIONS 20__

OATH OF OFFICE FOR ELECTION DUTY

I,the undersigned, having been appointed

..... for the
(Give details of appointment) (state
municipality/polling station)

..... to be held on
do *swear/solemnly affirm that I will act faithfully in that capacity in accordance with the Provisions of the Representation of the People Act, City and Town Councils Acts and the Rules and Regulations made there-under, without partiality, fear, favor or affection and to the best of my ability. I do also *swear/solemnly affirm that I will keep secret whatever information relating to the manner in which any person voted and might come to my knowledge.

So, help me God.....
Signature

*Sworn/Affirmed before me this day of20.....

Justice of the Peace

*** Strike out whatever is inapplicable**

***Delete as appropriate
PLEASE USE OFFICAL STAMP**

(Reg. 69A)

**BELIZE CITY COUNCIL
CAP. 85
Form No. 14
PROXY PAPER**

Polling Station

.....

(Name of Proxy)

..... of

First

Middle

Last

(Address)

Is hereby appointed as proxy for (name of elector)

First

Middle

Last

who is registered as an elector for the Belize City Council to vote for him/her at the above-named Polling Station.

RETURNING OFFICER

Address

.....

Date

.....

ELECTIONS AND BOUNDARIES DEPARTMENT

ELECTION SUPPLIES

Electoral Division: _____

Polling Area No: _____

Polling Station Name: _____

Alphabetical Breakdown: _____

- | | | |
|---------------------------|--------------------------|--------------------------|
| 1. Register of Electors | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 1 Ballot Box | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 2 Booths | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 2 Pks of Toilet Papers | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 2 Pks of Paper Towels | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. 1 Emergency Lamp | <input type="checkbox"/> | <input type="checkbox"/> |

Covid Package:

- | | | |
|---|--------------------------|--------------------------|
| 1. Hand Sanitizer (1 bottle) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Liquid hand soap (1 bottle) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 3 Spray bottles | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 3 Instant Hand Sanitizers | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Disposable Masks | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Protective Gear Package (face shields and N95 masks) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. 7 Stay Safe Stickers | <input type="checkbox"/> | <input type="checkbox"/> |

Envelopes:

- | | | |
|--------------------------------------|--------------------------|--------------------------|
| 1. Marked Register of Electors | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Unused Ballot Papers | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Spoilt Ballot Papers | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Rejected Ballot Paper | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Rejected Objected to Ballot Paper | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ballots Cast for Candidates | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Tally Sheet | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Forms: Reconciliation | <input type="checkbox"/> | <input type="checkbox"/> |
| Hourly Count | <input type="checkbox"/> | <input type="checkbox"/> |
| Consecutive Numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| P.S. Alphabetical (Count 1) | <input type="checkbox"/> | <input type="checkbox"/> |
| Typing Sheets | <input type="checkbox"/> | <input type="checkbox"/> |

Signs/Notices:

- | | | |
|---|--------------------------|--------------------------|
| 1. Entrance | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exit | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Alphabetical Order | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Presiding Officer | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Poll Clerk | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Agent | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Directions for the Guidance of Voter | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. 100 Yards | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Voting Procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. No Weapons | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Priority | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Social Distancing stickers | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Safety First | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. No Electronic Device | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Face Mask Required | <input type="checkbox"/> | <input type="checkbox"/> |

16. Covid-19 Protocols

PART 2

Stationeries, etc:

1. 20 Indelible Pencils
2. 2 Regular Pencils (1 w/ electrical tape)
3. 2 bottles of Ink
4. 1 Container for Ink
5. 1 Ruler
6. 2 Pens
7. 1 Polling Station Diary
8. 1 Pencil Sharpener
9. 1 Calculator
10. 2. Containers for indelible pencils
11. 1 packet of rubber bands
12. 1 packet of paper clips
13. 1 ea. Tapes (Duct, masking, clear)
14. 1 marker
15. 1 pk Thumb Tacks
16. 1 flash light
17. 2 pks - 4pls AA Batteries
18. 2 Seals for Ballot Box(es)
19. 1 box of matches
20. 1 Candle
21. 1 Padlock w/ 2 keys
22. 4 Garbage bags
23. Razor blade

Name of Presiding Officer

Signature of Presiding Officer

Date

Name of Issuing Officer

Signature of Issuing Officer

Date

Name of Receiving Officer

Signature of Receiving Officer

Date

*PREPARE IN DUPLICATE

- * Place a ✓ mark in the first box upon receiving supplies
- * Place a ✓ mark in the second box upon returning supplies

**ELECTIONS AND BOUNDARIES DEPARTMENT
APPOINTMENT OF POLLING/COUNTING AGENT
MUNICIPAL ELECTION _____**

DATE

To: The Returning Officer

(Electoral Division)

Dear Sir/Madam,

I hereby appoint _____ of
Name of Appointee

_____ as *Polling Agent/Counting
Agent
Address

For the _____ Electoral Division.

CANDIDATE

SIGNATURE OF

NAME OF CANDIDATE

*** Strike out whatever is inapplicable**

All Agents must present a picture identification card to the Returning Officer/Presiding Officer at the respective Polling/Counting Station.

Municipal Election 20

CHAPTER 9

OATH OF OFFICE
POLLING/COUNTING AGENTS

I the undersigned, having been appointed
(Name)

..... (for the polling station) of the electoral.
(Give details of appointment)

division ofdo *swear/solemnly affirm that I will
act faithfully in that capacity in accordance with the provisions of the Representation of
the People Act, Chapter 9 and of any Regulations or Rules made thereunder without
partiality, fear, favor or affection and to the best of my ability. I do also *swear/solemnly
affirm that I will keep secret the name of the candidate for whom any of the voters voted
at the election

held in the above division on
(Date of Election)

So help me God.....
Signature

*Sworn/Affirmed before me this day of20.....

Justice of the Peace

***Strike out whatever is inapplicable**
Note: official JP Stamp is required

MUNICIPAL ELECTIONS

CONSECUTIVE NUMBERS

City/Town: Benque Viejo Del Carmen **Polling Station Name:** Mount Carmel Upper Primary School
Polling Station No: 83 **Alphabetical Breakdown:** A - G

TO BE USED BY PRESIDING OFFICERS IN THE POLLING STATIONS. A CHECK MARK IS TO BE MADE CONSECUTIVELY IN THE SQUARES AS EACH VOTE IS CAST. THIS GIVES THE NUMBER OF VOTERS AT ONE GLANCE AT ANYTIME DURING THE POLL.

1 ✓	2 ✓	3 ✓	4 ✓	5 ✓	6 ✓	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200

ELECTIONS AND BOUNDARIES DEPARTMENT

BENQUE VIEJO DEL CARMEN CITY/TOWN COUNCIL ELECTION 2021
YEAR

Reconciliation of Ballot Papers

Polling Station No. 83

Polling Station Name Mount Carmel Upper Primary School

Alphabetical Breakdown A - G

(a) Number of Books <u>6</u>	Number of Ballots Received	Number of Ballots Used
(b) Sequential Numbers:		
Book 1 <u>0001 to 0100</u>	100	100
Book 2 <u>0101 to 0200</u>	100	100
Book 3 <u>0201 to 0300</u>	100	100
Book 4 <u>0301 to 0400</u>	100	59
Book 5 <u>0401 to 0500</u>	100	100
Book 6 <u>0500 to 0550</u>	50	
(c) Sub Total	550	459
(d) Number of SPOILT BALLOTS (total in spoilt envelope)	DO NOT WRITE IN THIS COLUMN	2
(e) Number of Unused Ballots [(c) sub-total received minus (e) sub-total used]	91	DO NOT WRITE IN THIS COLUMN
Total Votes Cast (Total in ballot box) [(c) sub-total used minus (d) spoilt ballots]	DO NOT WRITE IN THIS COLUMN	457

_____	_____	_____
Presiding Officer	Poll Clerk	Poll Clerk
_____	_____	_____
Witness	Witness	Witness
_____	_____	_____
Witness	Witness	Witness
_____	_____	_____
Witness	Witness	Witness
_____	_____	_____
Witness	Witness	Witness

ELECTIONS AND BOUNDARIES DEPARTMENT

(Count 1)

Polling Station Alphabetical Breakdown

Belize City Council Election

Polling Area No.....

Polling Station Name.....

Alphabetical Breakdown.....

NAMES SHALL BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	

3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
Total number of votes cast _____	

Number of rejected ballots _____
Number of rejected objected to _____
Total Rejected _____

- a) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- b) Number of **spoilt** ballot papers _____
- c) Number of ballot papers **used** (a + b) _____
- d) Number of **unused** ballot papers (Un-detached from books) _____
- e) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

(Count 1)

ELECTIONS AND BOUNDARIES DEPARTMENT

(Count 2)

Polling Area Total

Belize City Council Election

Polling Area No(s)..... Polling Station Name.....

Alphabetical Breakdown.....

NAMES MUST BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	

3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
Total number of votes cast _____	

Number of rejected ballots _____
 Number of rejected objected to _____
Total Rejected _____

- f) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- g) Number of **spoilt** ballot papers _____
- h) Number of ballot papers **used** (a + b) _____
- i) Number of **unused** ballot papers (Un-detached from books) _____
- j) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

Statement of Poll

Belize City Council Election

Polling Area No(s) _____

NAMES MUST BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....	
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor

5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
8. Number of votes cast for Councillor.....
9. Number of votes cast for Councillor
10. Number of votes cast for Councillor
11. Number of votes cast for Councillor
Total number of votes cast _____	

Number of rejected ballots _____
 Number of rejected objected to _____
Total Rejected _____

- k) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- l) Number of **spoilt** ballot papers _____
- m) Number of ballot papers **used** (a + b) _____
- n) Number of **unused** ballot papers (Un-detached from books) _____
- o) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

ELECTIONS AND BOUNDARIES DEPARTMENT

(Count 1)

Polling Station Alphabetical Breakdown

City/Town Council

Polling Station No.....

Polling Station Name.....

Alphabetical Breakdown.....

NAMES MUST BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
Total number of votes cast _____		

Number of rejected ballots _____
 Number of rejected objected to _____
Total Rejected _____

- p) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- q) Number of **spoilt** ballot papers _____
- r) Number of ballot papers **used** (a + b) _____
- s) Number of **unused** ballot papers (Un-detached from books) _____
- t) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

ELECTIONS AND BOUNDARIES DEPARTMENT

(Count 2)

Polling Area Total

City/Town Council

Polling Station No.....

Polling Station Name.....

Alphabetical Breakdown.....

NAMES MUST BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
Total number of votes cast		_____

Number of rejected ballots _____
 Number of rejected objected to _____
Total Rejected _____

- u) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- v) Number of **spoilt** ballot papers _____
- w) Number of ballot papers **used** (a + b) _____
- x) Number of **unused** ballot papers (Un-detached from books) _____
- y) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

ELECTIONS AND BOUNDARIES DEPARTMENT

(Count 3)

Statement of Poll

City/Town Council

Polling Station No..... Polling Station Name.....

Alphabetical Breakdown.....

NAMES MUST BE PLACED IN ORDER AS IT APPEARS ON BALLOT PAPER

PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
<hr/>		
PARTY _____	<u>NAME OF CANDIDATE</u>	<u>NO. OF VOTES RECEIVED</u>
1. Number of votes cast for Mayor
2. Number of votes cast for Councillor.....	
3. Number of votes cast for Councillor
4. Number of votes cast for Councillor
5. Number of votes cast for Councillor
6. Number of votes cast for Councillor
7. Number of votes cast for Councillor
Total number of votes cast		_____

Number of rejected ballots _____
 Number of rejected objected to _____
Total Rejected _____

- z) Total Number of ballots **cast** (Total Counted + Total Rejected) _____
- aa) Number of **spoilt** ballot papers _____
- bb) Number of ballot papers **used** (a + b) _____
- cc) Number of **unused** ballot papers (Un-detached from books) _____
- dd) Total ballot paper **issued** (c + d) _____

I HEREBY CERTIFY that all ballot papers have been accounted for, the totals were correctly compiled, ascertained, verified and that a copy was handed to each of the agents who were present at the count.

Position	Print Name	Signature	Position	Print Name	Signature
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____
Witness	_____	_____	Witness	_____	_____

ELECTION AND BOUNDARIES DEPARTMENT

MUNICIPAL ELECTIONS _____

YEAR

RETURN AFTER POLL HAS BEEN TAKEN

I _____ hereby certify that in pursuance with Regulation 82 of the *Cities/Town Councils Regulations, the results of persons elected to be members of the _____ City/Town Councils election are:

SURNAME	OTHER NAMES	OFFICE SOUGHT	VOTES POLLED	CANDIDATES ELECTED

Returning Officer

**strike out whatever is inapplicable*

DIRECTIONS FOR THE GUIDANCE OF VOTERS

(REGISTRATION OF ELECTORS AND ELECTIONS) REGULATIONS

DIRECTIONS

- (1) Each voter may vote only at one polling station and may vote for one Mayor and ten councillors.
- (2) The voter will go into one of the compartments and mark a cross on the right-hand of the ballot paper given to him by the presiding officer opposite the name of each candidate for whom he wishes to vote.
- (3) The voter shall then fold up his ballot paper so as to conceal the vote, but so as to show the official mark on the back, show the presiding officer the official mark, then put his ballot paper in the ballot box and leave the room.
- (4) If the voter inadvertently spoils a ballot paper, he may return it to the presiding officer, who shall, if satisfied of such inadvertence, give him another paper.
- (5) If the voter votes for more candidates than there are seats to be filled, or places any mark on the paper by which he may be afterwards identified, his ballot paper shall be void and shall not be counted.

MUNICIPAL ELECTIONS

MAINTENANCE OF ORDER WITHIN 100 YARDS

(REGISTRATION OF ELECTORS AND ELECTIONS) REGULATIONS

No person shall assemble or congregate within 100 yards of any building in which is situate any Polling Station, except;

(a) Voters who are waiting to poll their votes at such Polling Stations and who obey any instructions which may be given by the presiding officer or any constable for the purpose of forming a queue with other electors also so waiting; **or**

(b) Any person who may under the provisions of these regulations lawfully enter or remain in such Polling Station.

BELIZE CITY COUNCIL
Form No. 13
BALLOT PAPER
ELECTION OF ONE MAYOR
AND
TEN OTHER COUNCILLORS

Surname	Other Names	Address	Office Sought	Colour	
			Mayor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		

Surname	Other Names	Address	Office Sought	Colour	
			Mayor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		
			Councillor		

POLLING STATION LAYOUT

POLLING STATION LAYOUT

COVID-19 PROTOCOLS FOR MUNICIPAL ELECTIONS 2021

1. Outside Polling Station
 1. Electors must wear face masks or other face / face and mouth covering
 2. Avoid face-to-face contact or long queues
 3. Display Safety and Program Messages to give PRIORITY (Priority to the front of line)

2. Inside Polling Station
 Voter temporarily removes mask for facial verification (absolutely NO SPEAKING when mask is removed)

3. Inside Polling Station
 Voter inserts number 1 finger before dipping in the inkball ink, follow finger to dry for five seconds before dipping

4. Inside Polling Station
 Voter dips right index finger to the first joint in the inkball ink

5. Inside Polling Station
 Voter receives ballot and a numbered paper from the presiding officer

6. Inside Polling Station
 Voter marks a cross on the right-hand side of the ballot paper opposite the name of each candidate for whom he/she wishes to vote

7. Inside Polling Station
 Voter folds ballot paper so as to conceal ballot vote so as to show the ballot of the presiding officer on the back of the ballot paper, before placing it in the ballot box.

8. Inside Polling Station
 Voter places ballot in the container for used ballot, for re-identification

9. Inside Polling Station
 Voter immediately exit polling station



Elections and Boundaries Department

Telephone: 501-222-4042/501-222-4992

Fax: 501-222-4991

Email: electbound@btl.net

Website: www.elections.gov.bz

Facebook: [ebdbelize](https://www.facebook.com/ebdbelize)