

KINGDOM OF CAMBODIA
NATION RELIGION KING



MANUAL

Polling Station
Commission (PSC)

2003

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I. Purpose of the Manual for Polling Station Commissions (PSC)

The NEC has prepared this manual on the work of Polling Station Commissions (PSC) in order to assist the PSC members in fulfilling their respective duty.

This manual is compiled with thorough explanations and instructions so that all PSC members could perform the election operation effectively and more attentively in accordance with what is prescribed in this manual to achieve an output in compliance with the LEMNA and the Regulations & Procedures of the NEC.

II. Administration of the Election

The NEC has determined the name and the number of locations of polling and counting stations at each CEC in the whole country, and also shall organize to post twice the location lists of the polling and counting stations at the polling stations and the headquarter of Commune Election Commissions (CEC):

First Time: Post at the polling stations and headquarter of CEC at least 30 days prior to the Election Day.

Second Time: Post at the polling stations and CEC one day prior to the Election Day.

In order to fulfill its duty, the NEC has Provincial Election Commissions (PEC) in 24 provinces, Commune Election Commissions (CEC) in 1,621 communes and 12,826 Polling Station Commissions to assist the NEC.

III. Polling and Counting Stations are Administrative and Security Areas

Polling and counting stations are administrative and security areas that have inner and outer parameter where security and security checks are most strictly applied for the purpose of processing the election.

The polling station chief shall take all necessary measures to protect those who are inside the polling station and in the inner parameter of the polling station from injury, disturbance, intimidation or coercion, and shall maintain all equipments, materials and documents in the polling station.

1. Polling Stations

The determination of number and locations of polling stations for this 3rd Parliamentary Election is based on the number and locations of the polling stations used during the Commune Council Election on 03 February 2002. At the same time, the NEC has changed polling stations and/or established more new stations to meet the actual situations and needs based on some aspects such as: the population, distance, geography and administration.

2. Inner and Outer Parameter of Polling Stations

- The inner parameter is an area surrounding the construction or building where the polling station is located. It is bordered by at least a 15-meter radius. The inner parameter shall be prepared to have one entrance and one exit.
- The outer parameter is an area surrounding the polling station which is bordered by a 100-meter radius or shorter according to the actual situation of the location or in other forms such as: the fence of a pagoda, school or public place etc.
- At public gathering places, the outer parameter is determined directly by the CEC based on evaluating the security situation in that area.
- Based on the security situation, a security parameter shall be established for any public gathering place that has security problems, which can disrupt the process of the election.
- In a city, if one polling station is located about 100 meters away from another polling station, a part of road between them shall be traffic free.

3. Security Measures

The polling station chief shall take all necessary measures to protect those who are inside the polling station and in the inner and outer parameter of the station from injury, disturbance, intimidation or coercion, and shall maintain all materials and documents in that polling station, and shall:

A. Prohibition:

- Prevent every person from bringing weapons, explosives or substances and items that can cause dangers into the inner and outer parameter and polling station except there is any request for intervention from the chairperson of the NEC or from the chiefs of the election commissions at all level in case that there is somebody making trouble.
- Prevent militaries, gendarmeries and national police from entering the station or standing near the security-protected parameters if they are not going to vote.
- Prevent every person from entering the polling station before the start and after the close of the voting without a written permission from the NEC.
- Prevent dressing or displaying anything in relation to a political party or candidate of a political party or candidate on the list.
- Prevent disseminating or speaking about anything that affects voters to vote for a candidate of a political party.
- Prevent displaying of support or criticism on a political party or candidate of a political party or candidate of a list.

B. Permission to Enter the Polling Station and Inner Parameter:

- Election officers appointed by the NEC.
- Accredited representatives from political parties that have their name in the list of candidates running for the election.
- Observers who have ID card provided by the NEC.
- Journalists who have ID card provided by the NEC. In case there is no ID card, the journalists can enter the polling station for voting only if his/her name is registered at that station.
- Those who have their name in the voter list required to vote at that station.
- Those who accompany disable persons that are unable to vote by themselves.
- Security and rescue agents are allowed to enter the station when the polling station chief requests for in necessary cases.

IV. Responsibility and Duty of Polling and Counting Station Composition

Each PSC has the duty to organize, administrate and monitor every election operation in the relevant polling station it is appointed to. Some PSC are pre-determined based on the needs of CEC and will be additionally appointed by the NEC as Ballot Counting Teams who will organize, control and monitor every operation of ballot counting at the counting station at the instructions of the CEC. The number and positions of a Ballot Counting Team's composition are the same as the number and positions of a PSC.

The PSC composition is composed of 5 members: the Chief, Deputy Chief, Secretary, Assistant and the member responsible for keeping order.

1. Responsibility and Duty of a PSC Chief

A PSC Chief shall have the responsibility and duty to administer every election operation in the polling station s/he is appointed to and shall:

- Attend the training course and be fully responsible for the procedures in every process of the election.
- Check all election materials and documents used for the election operation.
- Locate, furnish and draw a plan for the polling station.
- Check the work performance of every PSC member on the Election Day.
- Replace any PSC member who fails to fulfill his/her election work as contracted.
- Administer and monitor the election operation in the polling station.
- Ensure that every record and form relating to the election are filled and signed properly.
- Check the Letter of Appointment and Accreditation of all political party representatives and observers who take part in the election observation.
- Check and display the ballot box to those who are present in the polling station.
- Open and close the election operation at the polling station.

- Ensure to keep the order inside and outside the area of the polling station.
- Ensure to seal and protect the ballot box.
- Ensure that every voter will be instructed on how to vote.
- Ensure that the indelible ink is applied in accordance with the instructions.
- Monitor other members of the PSC in his/her mandate.
- Ensure that all objecting comments raised and intentions to appeal or object in the polling station are resolved, instruct and implement in accordance with the Regulations and Procedures of the NEC.
- Assist disabled voters who cannot vote by themselves in case there is a request for such assistance, and in case there is no assistant coming with the voters.
- Hand over the ballots box containing ballots inside, polling record and other election materials to the CEC.
- Together with the Deputy Chief, check and verify the ballots of his/her polling station at the counting station, and fill out the report of this verification, then hand over both the ballot box with ballots inside and the report to the CEC.
- Organize and monitor the counting operation at the counting station at the instructions of the CEC in case s/he is additionally appointed to be in the part of the counting team.
- Fulfill his/her duty in a neutral and impartial stance.

2. Responsibility and Duty of the Deputy Chief

- Attend the training course and be fully responsible for the procedures in every election process.
- Replace the Chief's position if the Chief cannot come to perform the work s/he is responsible for.
- Separate ballot from its stub, fold it according to the instructions and stamp it with the confidential stamp on the back then hand it over to the voter.
- Provide instructions to voters on the procedures for voting.
- Accompany the Chief in delivering the ballot box with ballots inside, polling record and other election materials to the CEC.
- Together with the Chief, check and verify the ballots of his/her polling station at the counting station, and fill out the report on this verification, then hand over both the ballot box with ballots inside and the report to the CEC.
- In case s/he is additionally appointed to be in the part of a counting team, s/he shall assist the Chief in organizing and monitoring the counting operation at the counting station at the instructions of the CEC and the Chief of the counting team.
- Perform other duties required by the CEC and Chief of the PSC or counting team.

3. Responsibility and Duty of the Secretary

The Secretary of a polling station shall be under the leadership of the Chief and be the one responsible for checking the appropriateness of voters and filling out records and other forms relating to the election, and shall:

- Attend the training course and be fully responsible for the procedures in every process of the election.
- Assist the Chief in managing the election materials.
- Assist the Chief in drawing a plan and preparing the polling station.
- Checking for the trace of indelible ink on voters' fingers, especially at the lower part of the fingernail, in order to make sure that they have cast their vote or yet before looking up their name in the voter list.
- Check for the matching between the data in a voter's ID documents and the relevant data in the voter list.
- Fill out the polling record (Form 1101) and put it to the Chief to sign, then to the political party representatives to sign or thumbprint as witnesses.
- Note down into the record all objecting or appealing comments raised or the cases of intending to appeal or object.
- In case s/he is additionally appointed to be in the composition of a counting team, s/he shall participate in the counting operation at the counting station at the instructions of the CEC and the Chief of the counting team.
- Perform other tasks required by the CEC and Chief of the polling station or the counting team.

4. Responsibility and Duty of the Assistant

The Assistant of a polling station shall be under the leadership of the Chief and be the one responsible for checking voters inserting ballots into the ballot box and examine and dip or paint a finger of voters, who already cast their vote, with the indelible ink until it covers the lower part of the fingernail, and shall:

- Attend the training course.
- Assist the Chief in managing the election materials.
- Assist the Chief in drawing the plan and preparing the polling station.
- Check the ballot box, the mark of the confidential stamp on a ballot and the insertion of a ballot into the ballot box.
- Examine and dip or paint the indelible ink on each voter's finger who has already cast his/her vote and instruct him/her to leave the polling station. In the application of this task, the Assistant, who is additionally appointed to be in a counting team, should wear gloves, but if there are no gloves, s/he shall wash his/her hands clean after closing the voting operation.

- In case s/he is additionally appointed to be in the composition of a counting team, s/he shall participate in the counting operation at the counting station at the instructions of the CEC and the Chief of the counting team.
- Perform other tasks required by the CEC and the Chief of the polling station or counting team.

5. Responsibility and Duty of the Member Responsible for Keeping Order

- Attend the training course.
- Assist the Chief in managing the election materials.
- Assist the Chief in drawing the plan and preparing the polling station.
- Check every ID document of voters and ask them in order to verify with the code number of the polling station, and then instruct them to queue up if they are eligible to vote at that station.
- Give priority in voting to voters who are monks, elderly, pregnant, disabled and sick.
- Check the entrance of the polling station, call voters to come in to vote and check for the indelible ink trace on voters' fingers.
- Assist in organizing and maintaining the order inside the station and report on any disturbances to the Chief.
- Collect ID documents from voters who are queuing up in the inner parameter of the polling station when it is time to finish the voting operation.
- Guard the security at the entrance of the station after the polling is finished.
- In case s/he is additionally appointed to be in the composition of a counting team, s/he shall participate in the counting operation at the counting station at the instructions of the CEC and the Chief of the counting team.
- Perform other tasks as required by the CEC and Chief of the polling station or counting team.

V. Checking PSC's Attendance, Location of the Polling Station and the Supplied Election Materials

On Saturday morning, a day before the Election Day, the PSC Chief shall convene a meeting of all members of the PSC to appear in person in order to:

- Check the attendance and ensure that they will be present to work on the Election Day.
- Receive the election materials.
- Maintain the election materials.
- Go down to check the location of the polling station.

1. Checking PSC's Attendance

- If there is any member of the PSC who cannot come to perform his/her duty on the Election Day, the Chief must inform the CEC immediately in order to find a replacement.
- If the CEC cannot be informed about the replacement on time due to the road distance or lack of transportation, the Chief and other members of the PSC shall select a person to replace the absent member.
- If the Chief cannot come to perform his/her duty due to any important reason, the Deputy Chief shall replace the Chief, and the Assistant replaces the Deputy Chief, while the newly selected person shall replace the Assistant.
- If the Deputy Chief is absent, the Assistant shall replace the Deputy Chief, and the newly selected person shall replace the Assistant.
- If the Secretary is absent, the Assistant will be appointed to be the Secretary, and the newly selected person will replace the Assistant.
- All members of the PSC shall study the procedures again including the newly selected member especially the PSC Manual.
- The PSC Chief shall inform immediately to the CEC about the replacement of any member of the PSC who is absent.

2. Receiving Election Materials

Each polling station shall receive election kit from the NEC as follows:

- 2 copies of the voter list of the relevant polling station for posting 1 copy at the location of the station on the day before the Election Day, and another copy is for using during the voting operation.
- A pouch of ballots, which is separately packed, attached with a confidential stamp put inside a closed envelope.
- A ballot box, which is not assembled yet and is packed separately.
- 2 three-fold, zinc polling booths, which are not assembled yet and are separately packed in a nylon sack.
- Other materials and documents used for the voting operation that are put in a zinc case including:
 - 2 bottles of indelible ink
 - 3 seals bearing their own number used for sealing the inner and outer cover of the ballot box
 - 6 pieces of paper used for writing down the code number of the polling station to be stuck on the ballot box
 - 1 "Polling Station" sign
 - 1 official confidential stamp used for stamping on the back of the ballots of the relevant polling station

- 1 red inkpad
 - 7 pens in total including: pens with string attached to them used for marking ballots and normal pens for PSC use
 - 1 large indelible marker
 - 1 plastic ruler
 - 1 bottle of watery glue
 - 2 small size, 5 medium size and 1 large size envelope
 - 4 copies of Form 1112 used for checking the election materials that the polling station has received
 - 6 copies of Form 1101 used as the polling record
 - 1 blue inkpad
 - 6 copies of Form 1107 used as the form on sending, delivery and receipt of the election materials
 - 2 sets of Form 1202, in which each set contains 20 copies, used for appeals or objections
 - 1 bottle of red ink
 - 1 bottle of blue ink
 - Paper or plastic and tape used as writing pad for ballot marking
 - 1 package or pouch used for putting the unused ballots and the stubs of the used ballots.
 - 1 safety package "A" for putting the polling record and some other election materials
 - 1 plastic seal bearing its own number used for sealing the package "B"
 - 1 large plastic bag for putting the ballot box containing ballots inside and the package "B"
 - 1 plastic seal bearing its own number used for sealing the large plastic bag
- All polling station officials must check the election materials provided by the CEC on the day before the Election Day.

3. Checking the Election Materials

After finishing checking the attendance, the PSC shall check again the election materials provided by the CEC as listed in the form on sending, delivery and receipt of the election materials (Form 1107). In which the PSC shall:

- Check every election material again and record it into the checklist of the election materials (Form 1112).
- Sign the checklist (Form 1112) and maintain it well if the materials are received sufficiently. (The signature of all PSC members.)

- Fill out the 'Missing Election Materials' Section on the checklist (Form 1112) if there is one or more materials or documents missing and send 1 copy of the checklist immediately to the CEC.
- Assign 2 PSC members to travel to the headquarter of the CEC in order to receive new materials to replace the missing ones if they are important for polling, if there is radio communication then this information can be transferred to request the CEC to resolve the above problem.
- In re-checking the above election materials, the PSC shall focus on 2 materials as follows:
 - For the ballot pouch, the PSC shall just check to make sure that it is the one for that station, and just verify the number and serial number recorded on the pouch only without opening the ballot pouch at all.
 - For the envelope holding the confidential stamp, the PSC shall just check to ensure that there is a stamp inside only without opening the envelope at all.
- Important materials that if the polling station does not receive will obstruct the opening of the station including:
 - Unused ballots
 - Confidential stamp used for stamping on the back of the ballots
 - Voter list of that polling station
 - Ballot box and seals
 - Indelible ink for finger dipping
- Other materials that if they are not provided by the CEC, the PSC shall create them or find its own solution as follows:
 - Mats, thick cardboard papers or other things that can be used for covering instead of the polling booths
 - Papers that can be used to handwrite the record instead of the forms for filling out as records that the PSC did not receive
 - Writing pens, rulers, ropes for tying the polling station's sign
 - Papers used as writing pad for ballot marking, etc ...

4. Maintaining the Election Materials

When the election materials are sufficient, the Chief and the PSC members shall safeguard those materials well before the voting operation.

- They can be kept at the house of the Chief or any member or at any location where the PSC agree together that it is safe.
- At least there should be 3 members including the Chief staying at the house or location where the materials are kept in order to participate in protecting their security.

- The Chief shall request for security forces to help protect the outer parameter of the house or location where the election materials are kept.

5. Checking the Location of the Polling Station

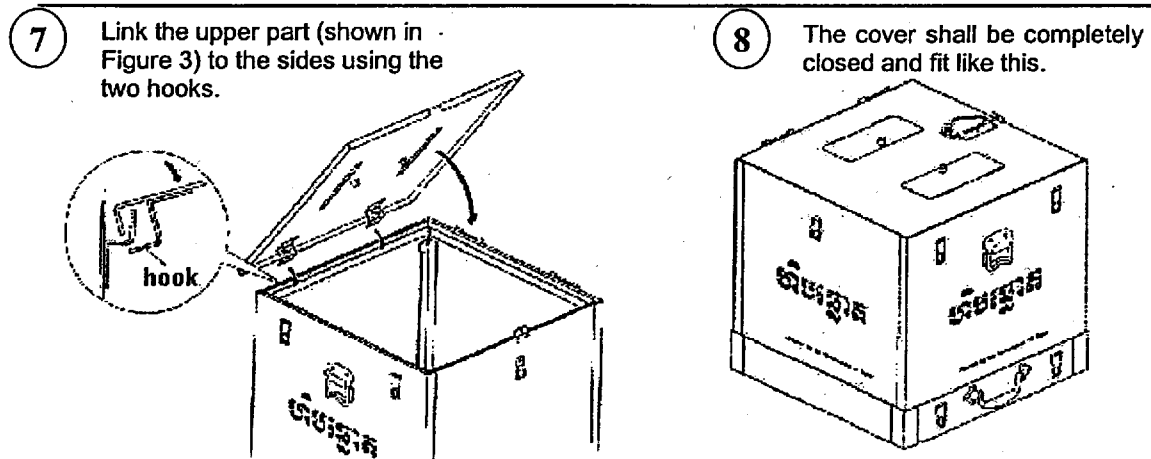
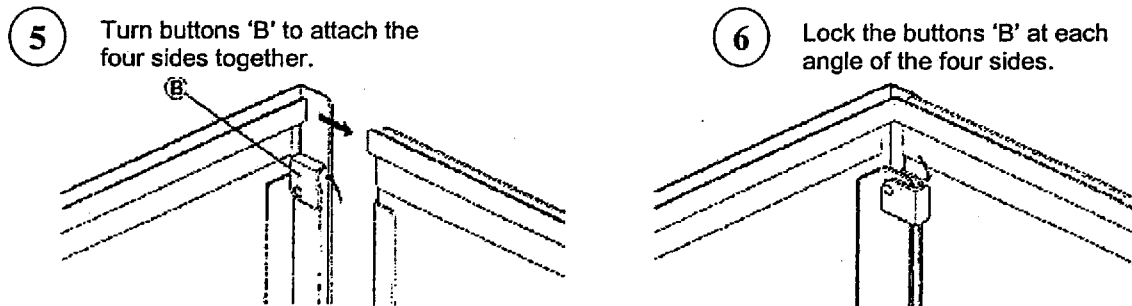
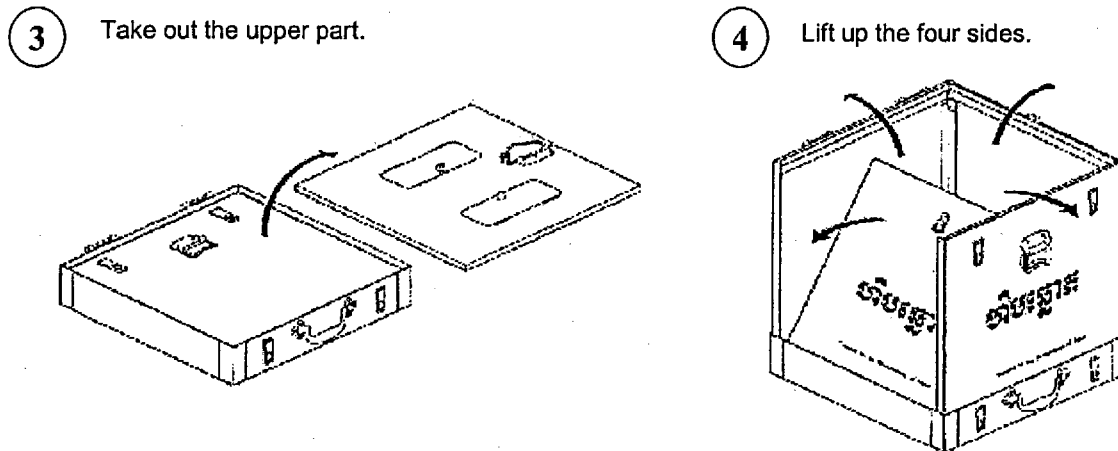
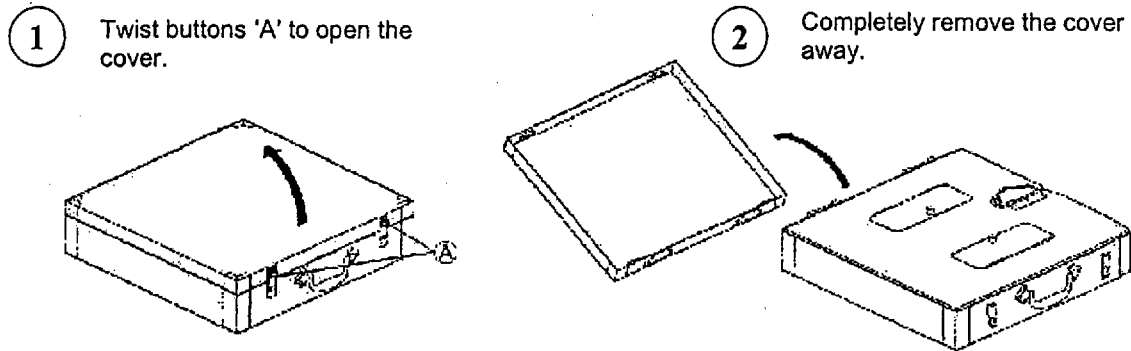
After checking the election materials, all polling station officials shall go down to check the location of the polling station to ensure that the polling operation can be established at that place and that it can be ready by 6 o'clock in the morning on the Election Day:

- Discuss together, draw a plan and prepare the furniture according to the plan determined.
- Make requests to the local authority immediately if the PSC finds that location for the polling has no furniture such as: tables, chairs and other materials that can facilitate the election work.
- Clean the polling station.
- Request for some security forces to guard the polling location, and if possible, the Chief shall lock the room or building of that polling location.
- Make an appointment with all members to come to the house or location keeping the election materials at exactly 5:30 in order to transport the election materials to the polling location.
- Tell all members of the polling station to prepare a day meal for eating during free time when there are no voters or at any appropriate time.

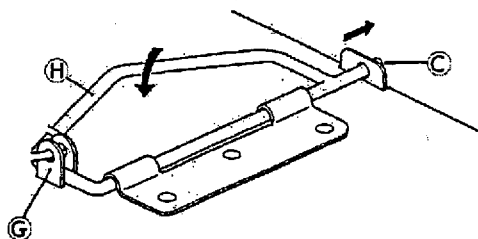


6. Ballot Box Installation Training

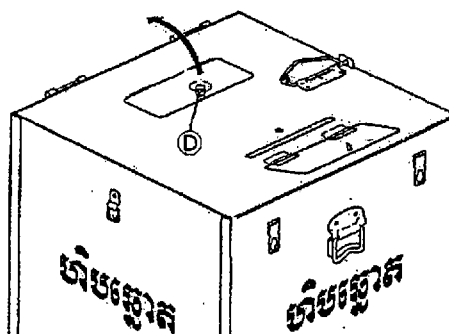
The Chief and other PSC members shall learn how to assemble the ballot box at a reasonable time before the polling operation.



- 9 Insert the bolt into the 'C' hole and turn the 'H' handle of the bolt into the 'G' rings then seal the rings.

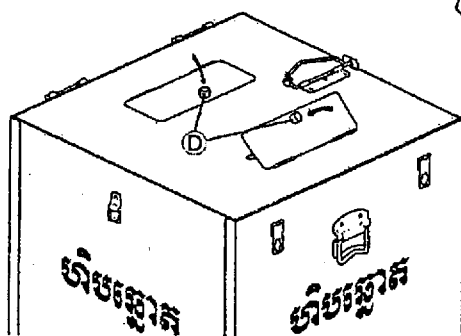


- 10 Remove the two 'D' bolts then open the covers of the holes for ballot insertion.

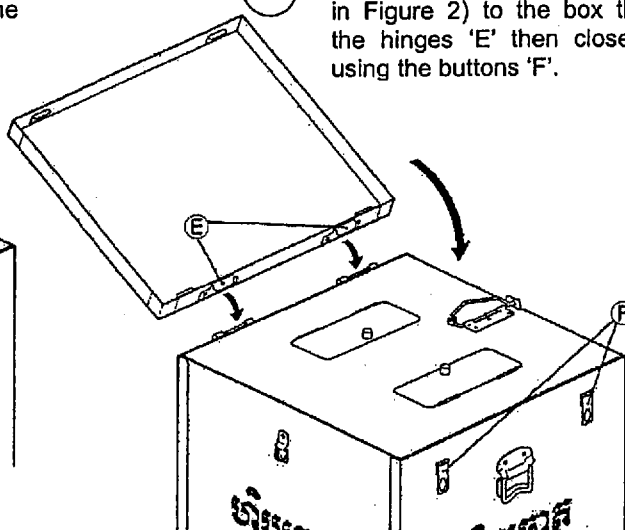


Training on How to Close the Ballot Box after the Election

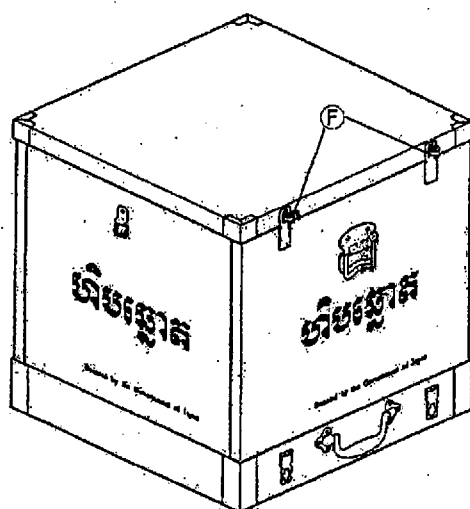
- 11 Close the covers of the holes used for ballot insertion then press the two 'D' bolts into their holes.



- 12 Link the cover of the box (shown in Figure 2) to the box through the hinges 'E' then close it by using the buttons 'F'.



- 13 Seal the two buttons 'F'.



VI. Functioning of Voting at the Polling Station

1. On the Election Day Before Voting

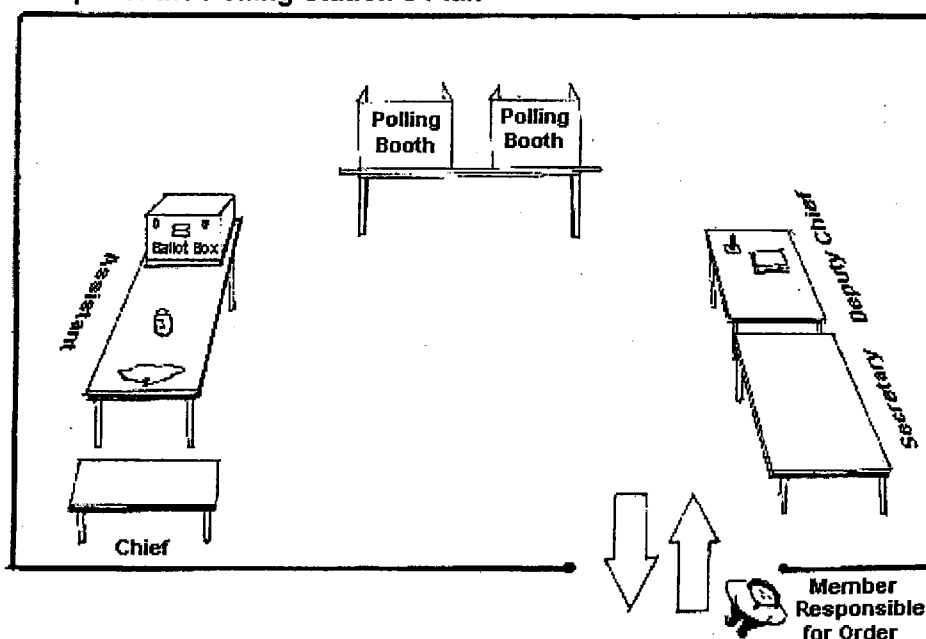
All PSC members shall arrive at the polling location, bringing with them the election materials, on time i.e. at exactly 6 o'clock in the morning of the Election Day.

A. Checking ID Cards and Preparing Electoral Materials

As soon as the PSC has entered the station, the Chief shall tell the political party representatives and national and international observers to enter the polling station by checking their ID cards and/or Official Letters of Appointment and Accreditation one by one. The Chief shall assign the PSC member to stick the sign and code number of the polling station on the doorway of the polling station, and to prepare the furniture and documents used for the polling as the following instructions:

- On the Chief's table, there shall be Forms 1202 and the stamp of the polling station.
- On the Secretary's table, there shall be the voter list, forms for polling record and other forms.
- On the Deputy Chief's table, there shall be the ballot pouch and the envelope of the confidential stamp that used for stamping on the back of the ballots.
- The 2 confidential polling booths and the pens with string attached to them shall be put near the corners of the room or next to the wall with at least 1 meter away from each other, but they shall not be put near windows. Inside each polling booth there is some paper or plastic taped to the table used as writing pad for ballot marking.
- The installed ballot box, indelible ink and a piece of cloth for wiping fingers shall be put on a long table in the middle of the room facing the Chief's table.
- The tables and chairs of political party representatives and national and international observers (if there is any) shall be put close to the wall on the left of the Chief's table.

B. Sample of the Polling Station's Plan



C. Instructing the Political Party Representatives and Observers

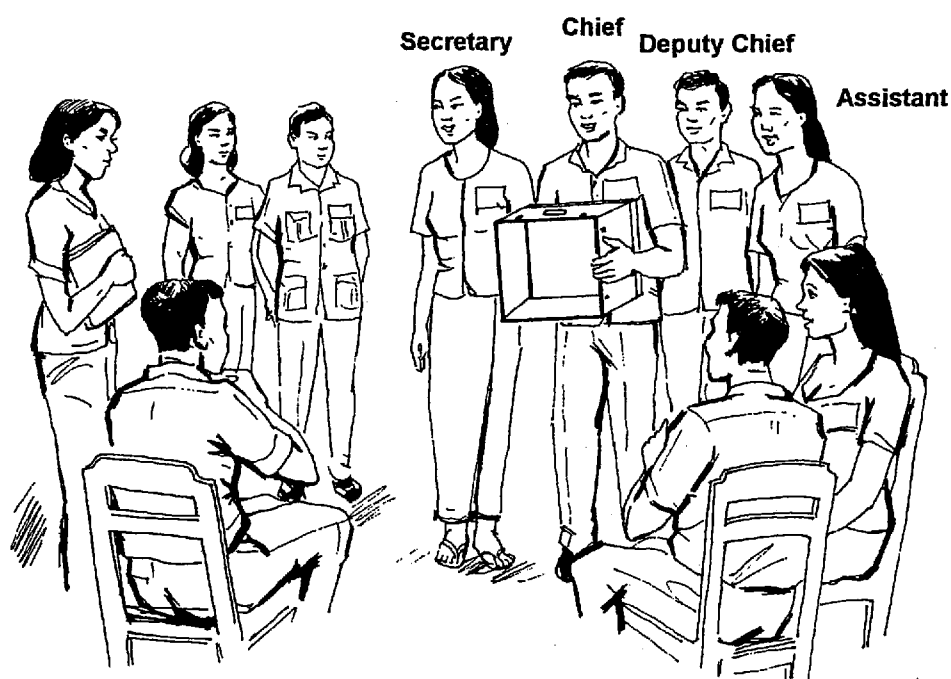
After checking the political party representatives and observers' ID cards, the Chief shall explain them the procedures that they need to follow such as:

- Respect the Election Law, the Regulations and Procedures of the NEC, the Code of Conduct for Political Parties, Candidates and Political Party Representatives and/or the Code of Conduct for Observers determined by the NEC.
- Regularly monitor the operation and procedures of voting in order to prevent irregularities in the election.
- Raise questions, suggestions and/or objecting comments directly to the Chief.
- Must not instruct the PSC members about anything.
- Must not instruct or ask voters about anything.
- Must not do anything that obstructs the voting operation.
- In case the polling station is small, the Chief shall allow all political party representatives to enter the station, while the observers shall be instructed to take turns entering the station by drawing lots.

D. Checking and Displaying the Ballot Box

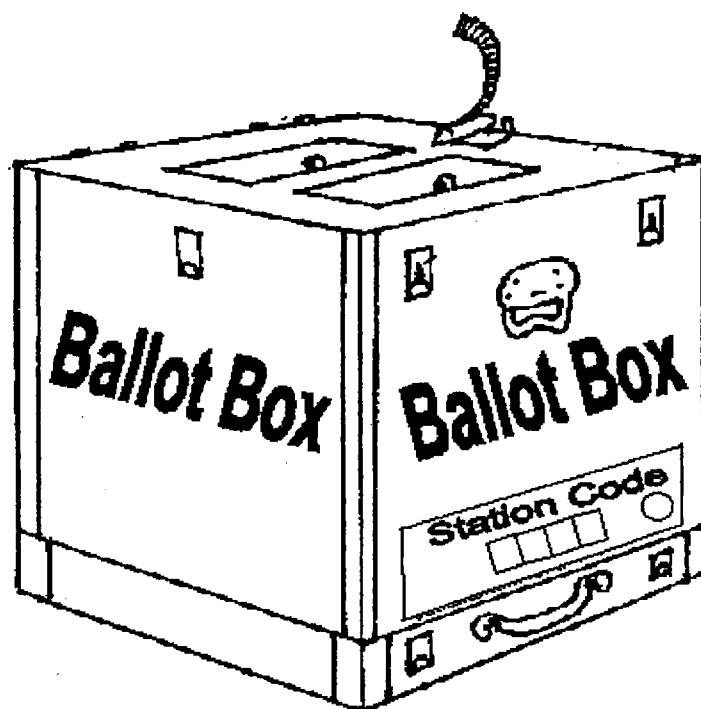
In between 6:00 to 6:30 morning on the Election Day, the PSC shall fulfill some duties as follows:

- The Chief shall recheck the ballot box to ensure if it is properly installed.
- The Chief shall open the outer and inner cover of the box then display the empty box to all of those who are present in the station.



The PSC Chief is displaying the empty ballot box to the political party representatives and observers.

- After that, the Chief shall close the inner cover back, twist to close the covers of the holes used for inserting ballots, bolt the inner cover, and then seal it, and tell the Secretary to record the serial number of the seal into the polling record. The Chief shall write down the code number of that station on 2 pieces of paper and stamp them then stick them on both sides of the ballot box, and then allow the political party representatives and observers to check and notice the ballot box with the code number of the station stuck on it. The Secretary shall take note of the time of checking the ballot box into the polling record.



The seal that the Chief will use to seal the inner cover of the ballot box

E. The Sealed Ballot Box with the Station Code Stuck to it Must Be Prevented from the Following Activities:

- Not allow taking it out of the polling station at all except after closing the polling operation and when it is time to send it to the headquarter of the CEC in order to serve the purpose of the ballot counting at the counting station.
- Not allow opening the ballot box at all except it is required by the Regulations and Procedures of the NEC on ballot verification and counting at the counting station of the CEC.

Note: In Case the Election Materials Do Not Arrive on Time

Even if the election materials used for voting are delivered and received after 6:30 morning, the PSC Chief shall also need to orderly implement the procedures for the polling like when those materials arrived on time. In this case, the Secretary shall record the time of the implementation of each procedure of the polling into the polling record (Form 1101) clearly.

F. Work that the PSC Must Fulfill Between 6:30 to 7:00 AM

Between 6:30 to 7:00 AM, in the presence of the political party representatives and observers monitoring the implementation, the PSC shall perform the work as follows:

- The Deputy Chief shall open the ballot pouch then check if the ballots are truly the ones for the polling station use in the 2003 National Assembly Election or not (if not, the PSC shall report immediately to the CEC so that the CEC will forward to the PEC and the PEC will reports immediately to the NEC for solution). Then the Deputy Chief shall count the ballots, which normally the number exceeds the number of voters in the voter list of that station between 50 to 99 sheets.
- The Secretary shall record the number of ballots actually counted as well as the first and last serial number of the ballots into the polling record (Form 1101). Even if the number of the counted ballots is more or less than the number of the ballots to be delivered, the Secretary shall also record the more or less number into the polling record. The Secretary shall check the number of voters in the voter and record that number into the polling record (Form 1101).
- The Chief shall open the envelope containing the confidential stamp used for stamping on the back of the ballots then take the stamp out and try it on a normal white sheet of paper so that all of those who are present in the station can see and notice the mark of the stamp clearly.

2. Starting the Voting Process

- At 7:00 AM on the Election Day, the Chief shall declare opening the polling station even if there is or there is not any presence of the political party representatives and observers.
- The Chief shall twist to open the covers of the 2 holes of the ballot box used for inserting ballots.
- The Chief shall invite the PSC members to vote first then the political party representatives and observers if they have been registered and are required to vote at that station.
- The Chief can declare opening the station after 7:00 AM but not exceeding 8:00 AM if the election materials arrived at the station after 6:30.



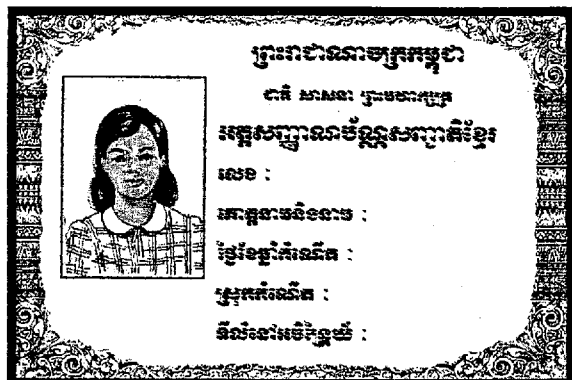
The member responsible for order allows only 4 voters to be present in the polling station at one time.

A. In Order to Vote, a Voter Must Meet the Following Criteria:

- Has the name in the voter list.
- Possesses ID document(s).
- Agrees to show the document(s) to the member responsible for order and to the Secretary.
- Has not cast his/her vote on the Election Day.
- Agrees to let the member responsible for order and the Secretary to check his/her fingers to ensure that there is no trace of indelible ink. If there is any, the voter must explain the problem clearly. A voter must understand that trying to vote more than once, insert a fake ballot or insert more than one ballot into the ballot box is against the Election Law, and the voter must face penalty.
- Marks in the square on the same line of the political party that s/he appreciates.
- Folds the ballot according to the folds instructed by the Deputy Chief.
- Inserts the ballot into the ballot box by him/her self.
- Agrees to let the Assistant to dip his/her finger into the bottle of the indelible ink at the depth of at least covering the whole finger nail, and then s/he shall wait for 30 seconds before leaving the polling station.

B. In Order to Vote, a Voter Must Have One of the Following ID Documents:

1- Khmer Citizenship ID Card



2- Civil Servant ID Card



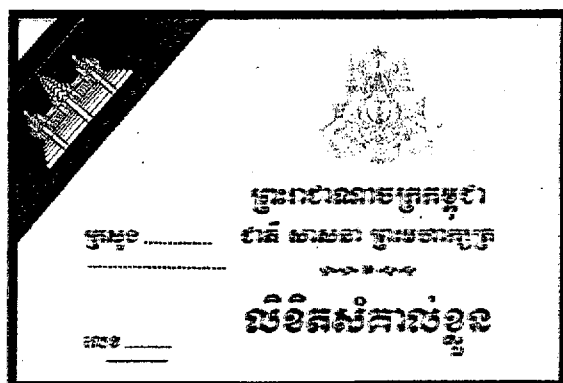
3- National Police ID Card



4- Military ID Card



5- Gendarmerie ID Card



6- 1993 Voter Card



7- 1998 or 2002 Voter Card

ព្រះរាជាណាចក្រកម្ពុជា
គណៈកម្មាធិការជាតិរៀបចំការបោះឆ្នោត

ប័ណ្ណបោះឆ្នោត លេខ: 0-289-549

នាមត្រកូល: _____
 នាមខ្លួន: _____
 ភេទ: _____
 ថ្ងៃ ខែ ឆ្នាំ កំណើត: _____
 ទីកន្លែងកំណើត: _____
 អាសយដ្ឋាន: _____

ការិយាល័យបោះឆ្នោត: 01 _____

កាលបរិច្ឆេទនៃការចេញប័ណ្ណ: _____

8- Substitute Voter Card

ព្រះរាជាណាចក្រកម្ពុជា
គណៈកម្មាធិការជាតិរៀបចំការបោះឆ្នោត

ប័ណ្ណបោះឆ្នោតជំនួស លេខ: _____

នាមត្រកូល: _____
 នាមខ្លួន: _____
 ភេទ: _____
 ថ្ងៃ ខែ ឆ្នាំ កំណើត: _____
 ទីកន្លែងកំណើត: _____
 អាសយដ្ឋាន: _____

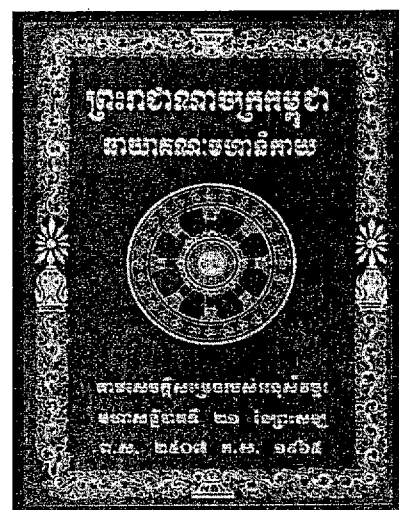
ការិយាល័យបោះឆ្នោត: _____

កាលបរិច្ឆេទនៃការចេញប័ណ្ណ: _____

9- Dharma Yuttika Sect Buddhist Monk ID Card



10- Maha Sect Buddhist Monk ID Card



N.E.C.–Manual for Polling Station Commission, 2003 (Unofficial Translation by the UNDP)

21



Important Duties of the PSC and Voters during Voting

The Member Responsible for Order



Tell voters to queue up.

Check the code number of the station on voters' cards or certificates or registration receipt.

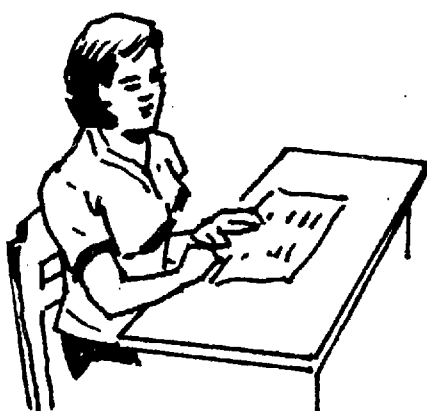
Check voters' ID documents.

Check voters' fingers for any trace of indelible ink.

Allow only 4 voters to be inside the polling station at the same time.

Collect voters' ID documents when it is 3:00 PM.

The Secretary



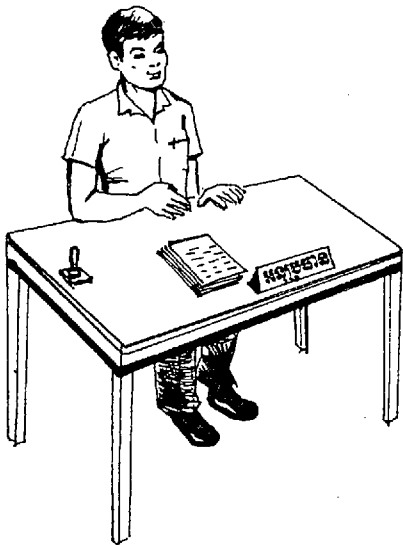
Check voters' fingers for any trace of indelible ink.

Verify the ID documents with the voter list.

Mark on the beginning line of the voters' name.

Forward voters' ID documents to the Deputy Chief.

The Deputy Chief



Separate a ballot from its stub.

Stamp on the back of the ballot using the confidential stamp

Fold the ballot twice so that the mark of the confidential stamp lies outside.

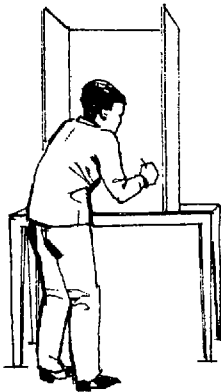
Hand over the ballot to the voter.

Tell him/her to enter the confidential booth to mark the square on the same line of the party that s/he appreciates.

Remind him/her to make clear decision before marking to avoid mistakes.

Tell him/her to fold the ballot into its original folds before taking it to insert into the ballot box.

The Voter inside the Confidential Booth



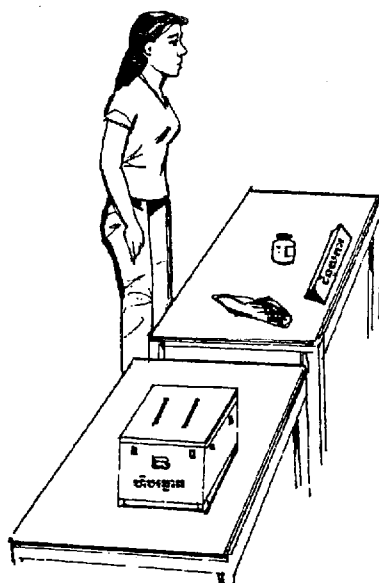
Mark the square on the same line of the political party that s/he wants to vote after making clear decision then fold the ballot as its original folds, which were folded by the Deputy Chief.

The Voter at the Table of the Ballot Box



Insert the ballot him/herself into the ballot box by turning the confidential stamp's mark to the Assistant.

The Assistant



Be cautious that someone may insert more than one ballot, fake ballots or other items into the ballot box.

Wipe the voter's finger clean with a piece of cloth.

Dip the voted voter's right index finger into the indelible inkbottle at the depth of covering the whole fingernail.

Instruct the voter to wait for 30 seconds until the ink dry then s/he can leave.

Cover the inkbottle and shake it every 30 minutes.

The Chief



Declare opening and closing the operation of the election.

Keep spoilt ballots and tell the Deputy Chief to issue the 2nd ballot for voters who changed their mind.

Not allow issuing the 2nd ballot if s/he realizes that there may not be enough ballots for voters.

Assist disabled voters, who cannot vote by themselves, at their request.

Resolve appeals or objections from the political party representatives.

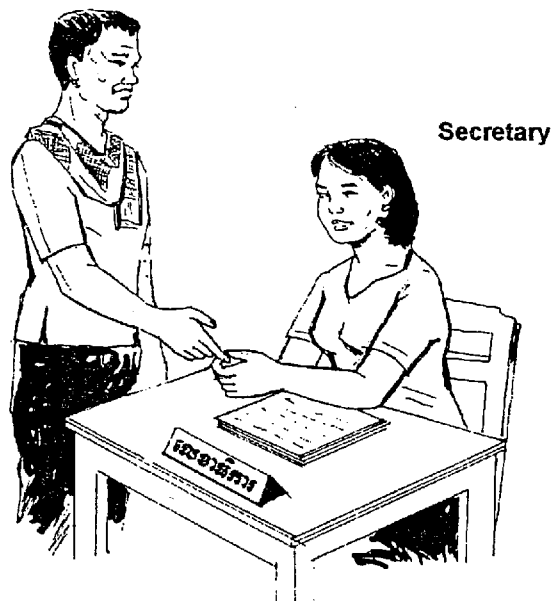
Request for intervention in case there is any disruption.

C. A Note for the Member Responsible for Keeping Order

The member shall tell voters to queue up facing the doorway of the entrance of the polling station. Priority shall be given to monks, pregnant women, women with small kids, sick persons, disabled persons and their assistant who cannot vote by themselves.

D. A Note for the Secretary

- When checking a voter's fingers, if any indelible ink trace is found, the Secretary shall accompany the voter to see the Chief and report the case to him/her.

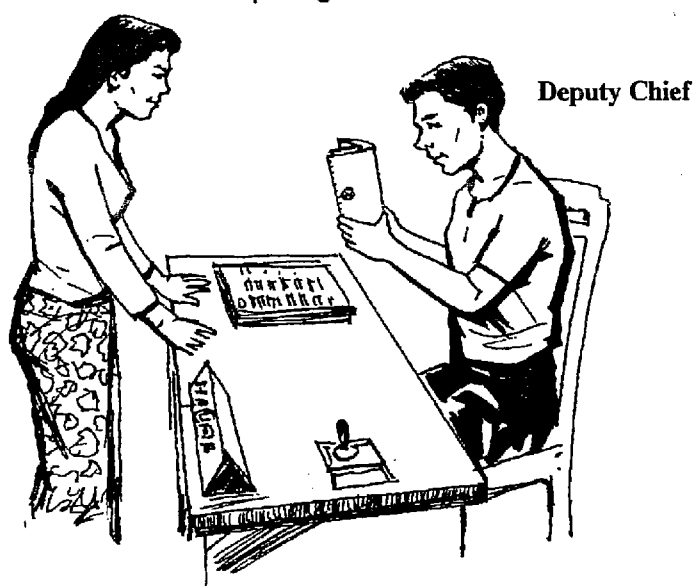


The Secretary is looking for the trace of the indelible ink on a voter's fingers.

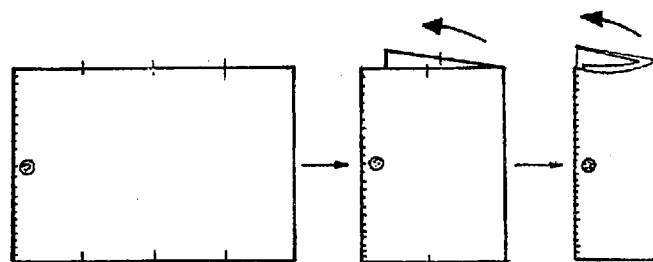
- The Chief shall invite the political party representatives and observers to come and notice this problem, and shall ask the voter to explain the presence of the ink trace on his/her finger(s).
 - If the voter cannot provide reasonable explanation on the ink trace, s/he will be assumed to have intended to vote more than once.
 - The Chief shall temporarily confiscate his/her ID document(s) and report to the CEC for further actions.
- If the voter's name cannot be found on the voter list, the Secretary shall accompany the voter to see the Chief. The Chief shall tell the person that s/he cannot vote at this station because his/her name does not exist in the voter list of that station. If it is the case of mistaking the polling station, the Chief shall instruct the voter about the location of the polling station that his/her name exists in the voter list.
 - When verifying the name and data in a voter's ID documents with the ones in the voter list, if there is any spelling error or difference in age or gender, the Secretary shall verify the photo on the ID documents with the voter. If the photo and the voter are one person, the Secretary shall orderly carry out the next procedure.

E. A Note for the Deputy Chief

- The Deputy Chief shall ensure that all ballots are stamped with the confidential stamp before handing over to voters.
- When handing ballots over to voters, the Deputy Chief shall not point out which party's box the voter should mark, but instruct the voters briefly as follows:
 - "This is a ballot."
 - "You shall walk inside the confidential booth, put it on the paper stuck on the surface of the table, and use the pen already there or your personal pen to mark in the square box of a political party that you appreciate. You cannot use a pencil to mark the ballot. You must think carefully before marking in order to avoid spoiling the ballot because of changing your mind after marking."
 - "You shall fold the ballot twice, according to its original folds, so that the sign you have just marked is hidden inside the folds, and the mark of the confidential stamp is outside."
- The Deputy Chief shall not hand over another ballot to the next voter if the previous voter has not left the confidential polling booth.



The Deputy Chief is folding the ballot into 4 folds, as shown in the modality, before handing over to the voter.



The Modality of Folding the Ballot into 4 Folds so that the Mark of the Confidential Stamp is Outside

F. A Note for the Assistant

When a voter leaves the confidential booth, the Assistant is responsible for the ballot that the voter intends to insert into the ballot box. The Assistant must know that:

- Has the ballot that the voter is going to insert stamped with the confidential stamp or not? If the Assistant examines and is sure in his/her mind that the ballot does not bear the mark of the confidential stamp, s/he must stop the voter from inserting it into the ballot box then instruct him/her to see the Chief.
- Is the voter going to insert only one ballot into the ballot box or not? Is the ballot a real one (not a fake one) or not? If there is any doubt, the Assistant shall ask the voter to show his/her righteousness. If there is evidence proving that the voter has intended to insert a fake ballot and/or more than one ballot into the ballot box, the Assistant shall stop the voter from voting and report immediately to the PSC Chief.
- The Assistant shall wipe the voter's finger clean before dipping it in the indelible ink, and the dipping shall be made to the depth of at least covering the whole fingernail.



The Assistant asks a voter to dip his/her right index finger in the indelible inkbottle.

- If the voter refused to allow the Assistant to dip his/her right index finger into the indelible ink, the Chief of the polling station shall explain him/her about the importance of the dipping of finger into the indelible ink during the Election Day i.e. to prevent more than once voting. If the voter still refuses, the Chief shall:
 - Request for the competent authority forces to detain the person for the rest of the polling period.
 - Confiscate the voter's ID documents temporarily and instruct the Secretary to record the event into the polling record for further investigation.

- During voting on the Election Day, if there are no voters inside the station, the Assistant shall twist to close the covers of the holes for ballot insertion temporarily and shall reopen them when there are voters.

G. Using the Indelible Ink

The indelible ink, which is obvious to the eyes, is used in this 2003 National Assembly Election to prevent people from voting more than once.

- In each polling station, there shall be 2 bottles of indelible ink.
- 1 of which shall be opened for use during the opening of the election operation on the Election Day, and another is reserved for use when the first one is exhausted.
- After a voter has inserted his/her ballot into the ballot box and before s/he leaves the station, s/he must allow the Assistant to paint or dip his/her right index finger into the indelible inkbottle to the depth of at least covering the whole fingernail, and shall wait until the ink is dry within 30 seconds before s/he can leave the station.

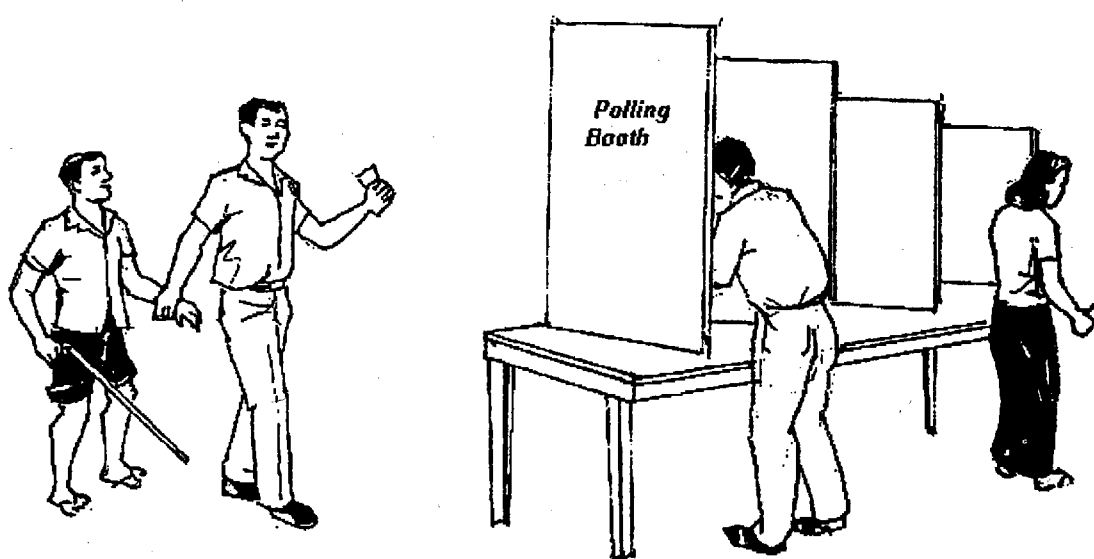
H. A Note for the Chief

- The Chief shall ensure that the confidential polling booths are always kept clean.
- The Chief shall directly, or assign any member to, assist disabled voters who cannot vote by him/herself if there is any request for such assistance from the disabled voters.
- If a voter unintentionally make the ballot damaged or torn or has marked the ballot but then s/he changes his/her mind, s/he shall go to see the PSC Chief to ask for a new ballot.
 - In this case, the voter shall fold the spoilt ballot twice so that the mark is hidden inside the folds then hand it over to the PSC Chief.
 - The Chief shall put the spoilt ballot inside an envelope bearing a note outside that reads "Spoilt Ballots" and tell the Deputy Chief to provide another ballot to that voter. Voters cannot request for a new ballot for the second time.
 - The Chief shall ensure there are enough ballots for voting on the Election Day.
- In case there is a number of voters consecutively ask for another ballot due to the change of mind, it can be considered as an irregularity in which the Chief can decide not to provide another ballot as requested. The Chief shall remind the Deputy Chief to instruct voters to make clear decision before marking the ballot to avoid spoiling it.

I. A Note for Assistants to Disabled Voters

Disabled voters who cannot vote by him/herself can find a legal age assistant to come along with him/her to the polling station or request for such assistance from the PSC Chief.

- A disabled voter's assistant shall ask the disabled voter which political party that s/he is going to vote for. The assistant shall ask quietly making sure that no one in the polling station can hear. The assistant shall mark in the empty square next the line of the political party that the voter votes for and shall continue to carry out the procedures of folding and inserting the ballot into the ballot box.
- The assistant shall keep the secrecy of the voter's polling.



A disabled voter's assistant is helping the voter in polling.

J. Violating the Secrecy of the Election

No one can set his/her eyes on the marking on a ballot of any voter except the assistant helping a disabled voter who cannot vote by him/herself.

- Any person who attempts to set his/her eyes on the ballot marking of a voter will receive a warning from the PSC Chief. If the same person makes a second attempt, s/he will be expelled from the polling station and will face penalty according to the Election Law.
- If the person is a candidate running for the election, the PSC Chief shall send the record of the event to the CEC. The CEC shall investigate the violation immediately. If there is evidence proving that it is true, the CEC shall file a complaint to the PEC, and the PEC will forward the case to the NEC in order to cancel the candidacy of that candidate.

K. Objections from the Political Party Representatives

If any political party representative objects to the election operation or any decision of the PSC, s/he shall raise the objection directly to the PSC Chief mentioning the reasons and/or evidence that lead him/her to believe that there are irregularities or violations on the Law and/or Regulations and Procedures of the election at that polling station.

If the Chief realizes that the objection is reasonable, the Chief shall stop the election operation temporarily and discuss this issue with the other PSC members.

- In case the objection is accepted, the Chief shall instruct and remind the PSC members and voters who are present about the relevant essence prescribed in the Regulations and Procedures, and shall try to find out any solution to resolve that irregularity.
- In case the objection is rejected, the Chief shall provide the reasons relating to the rejection, and the political party representative has the right to request for recording the rejection case into the polling record if the representative agrees to thumbprint the record. If s/he refused to thumbprint, the rejection case will not be recorded into the polling record. The decision of the Chief must be effective, and s/he shall continue the election process.
- If the political party representative does not agree with the decision of the Chief, s/he can further his/her complaint to the CEC. The Chief shall provide Form 1202 to the representative who wishes to further his/her complaint at his/her request.

L. Disturbing the Voting Operation

If a voter is disturbing the voting operation, even if s/he is inside the polling station or queuing up outside the station, the Chief shall order that voter to leave the station and the outer parameter of that polling station.

- If s/he refuses to obey the order, the Chief can use whatever assistance to dismiss him/her and ask security forces to detain him/her for the rest of the voting period.
- If the voting operation is disturbed at a level that voters cannot continue voting or there is any intimidation in the voting or worry about personal security or a feeling that the voting cannot be functioned freely, the Chief shall request the security forces to re-maintain order in and outside the polling station. Disturbances are activities that disrupt voters from voting freely, make voters angry or scared such as:
 - Using intimidating or abusive words
 - Shouting loudly that make voters unable to hear instructions
 - Strong hand pushing
 - Throwing objects towards voters or the polling station.
 - Drunkenness that interrupts voters
 - Using inappropriate languages and attitudes
 - Showing off explosive weapons

VII. Closing Voting at the Polling Station at 15:00 in the Afternoon

1. Closing Voting

Polling station chiefs shall declare closing the election at 15:00 in the afternoon. If all voters in the voter list have cast their vote, the PSC can declare closing the election before 15:00.

- If it is 15:00, which is the time for closing the election, but still there are voters queuing up in the inner parameter or standing inside the polling station, those voters must be allowed to vote.
- The PSC member responsible for order shall collect the ID documents from the voters who are queuing up inside the inner parameter of the station starting from the last voter in the queue standing at the back.
- The PSC member responsible for order shall call the voters to enter the station one by one until the last voter. Then the Chief shall invite those voters inside the station to vote according to their order and the electoral procedures.
- Any person who is not present inside the station or the voters' queue inside the inner parameter at 15:00 will not be allowed to vote.
- When the last eligible voter has cast his/her vote and left the polling station, the Chief shall assign the member responsible for order to take any necessary measure to guard the entrance of the station preventing any entry or exit. The PSC Chief shall declare closing of the election at that station.

2. Closing the Ballot Box

After declaring closing of the election, the Chief shall carry out the following procedures in order to protect the security of the ballot box:

- The Chief shall twist closing both covers of the holes of the ballot box used for inserting ballots.
- The Chief shall close the outer cover of the box and seal it at the two rings used for sealing the ballot box, then allow the political party representatives and observers to examine that ballot box.
- The Secretary shall additionally record the time when closing the election, the identification and serial number of the two seals used for sealing the ballot box into the polling record of the station (Form 1101). The Chief shall assign the member responsible for order to strictly guard the ballot box containing ballots inside so as to prepare it for packing and sending to the CEC to serve the purpose of ballot counting at the counting station.

3. Verification

After that, in front of the presence of the PSC, political party representatives and observers, the Chief shall organize the verification among the number of voters, used, unused and spoilt ballots by following the below procedures:

- The Secretary shall count the marks in the boxes on the voter list then notice the number of voters who have cast their vote.
- The Deputy Chief shall separate the stubs of used ballots from the unused and spoilt ones'. If the number of the ballots received minus the sum of the number of spoilt and unused ballots is equal to the number of voters already voted, the Secretary shall record these figures into the polling record (Form 1101).

- **Example**

A = The number of the received ballots = 750 ballots
B = The number of the spoilt ballots = 20 ballots
C = The number of the unused ballots = 80 ballots
D = The number of the polled voters = 650 persons

- **Formula**

$D = A - (B + C)$	$650 = 750 - (20 + 80)$
-------------------	-------------------------

- If in this verification there is a difference between the number of the used ballots (valid ones) and the number of the polled voters, the Secretary shall make a second verification between the number of the voters on the voter list who have cast their vote, and the Deputy Chief shall also verify again the number of the used, spoilt and unused ballots. If the difference still exists, the Secretary shall record the figure of the difference into the polling record (Form 1101). The difference shall not be considered as an irregularity.
- The Deputy Chief shall put the unused ballots and the stubs of the used ones in a plastic bag then close it.

4. Filling out the Polling record

- When filling out the polling record, the Secretary shall use the confidential stamp to stamp on the upper right corner of the first page of Form 1101, and it is necessary for the Secretary to additionally record the serial number of the seal that will be used for sealing the large plastic bag. The Chief shall ensure that the 3 copies of the polling record of that polling station (Form 1101) filled by the Secretary are signed directly by the Secretary and the Chief him/herself and shall also be stamped.
 - The Chief shall display the above record to the political party representatives and also invite those representatives to examine and sign or thumbprint as witnesses on that record.

- The refusal to sign the polling record from any political party representative cannot invalidate the record.
- The PSC Chief shall prepare the forms of the polling record of that station (Form 1101), which have been signed, as follows:
 - Put 1 copy in a printed envelope with its label at the back reads "Polling Record Sent to the CEC".
 - Put another copy in another printed envelope with its label at the back reads "Polling Record Sent to the PEC".
 - Put one more copy in a different printed envelope with its label at the back reads "Polling Record Sent to the NEC".

5. Preparing, Packing and Sending the Ballot Box and Polling record

A. Preparing and Packing the Election Materials into the Safety Package 'A'

The PSC Chief shall prepare the election materials and pack them into safety package 'A' with its printed note that reads "The Polling record of Polling Station No." in which it shall be included:

- ① The envelope containing the polling record for the NEC
- ② The envelope containing the voter list used in the election
- ③ The envelope containing the "Spoilt Ballots"
- ④ The plastic bag containing the "Unused Ballots and Stubs of Used Ballots"
- ⑤ The small envelope for putting the confidential stamp
- ⑥ The envelope containing the "Improper Ballots" confiscated (if there is any)
- ⑦ The envelope putting the "Documents and Evidence" confiscated (if there is any)

<p>Safety Package "A"</p> <p>Polling record of Polling Station No:</p> <div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <ul style="list-style-type: none"> - Envelope holding the polling record sent to the NEC - Envelope holding the voter list used in the election - Envelope holding the "Spoilt Ballots" - Plastic bag holding "Unused Ballots & the Stubs of Used Ballots" - Envelope holding the confidential stamp - Envelope holding "Improper Ballots" confiscated (if any) - Envelope holding "Evidence" confiscated (if any)
--

The Chief shall fill in the code number of the station on safety package 'A' using an indelible marker. Before closing the safety package, the Chief shall check every election materials inside properly and thoroughly.

At the same time of sending the ballot box and polling record to the CEC, the Chief shall also send the other election materials such as:

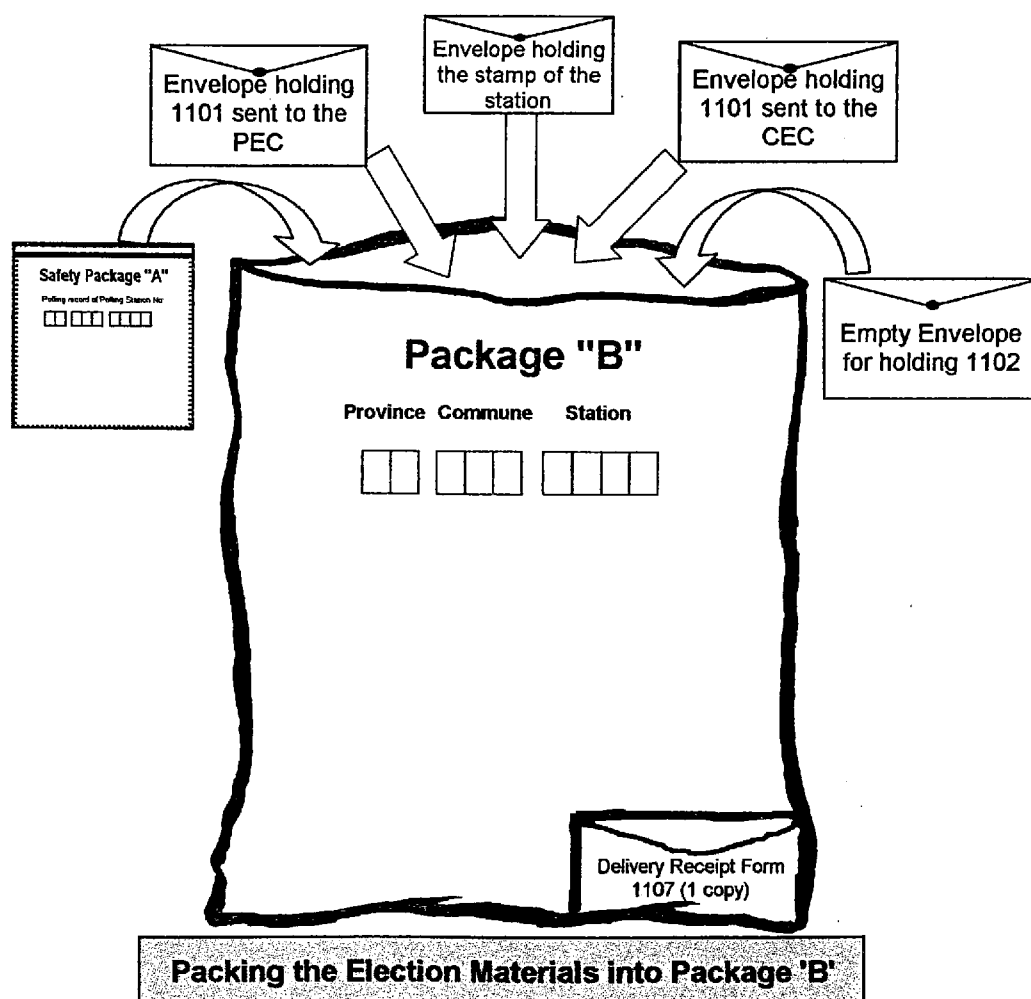
- The 2 confidential booths (pack into their original nylon sack)
 - The zinc case used for putting remaining election materials
- Form 1107: 2 copies }

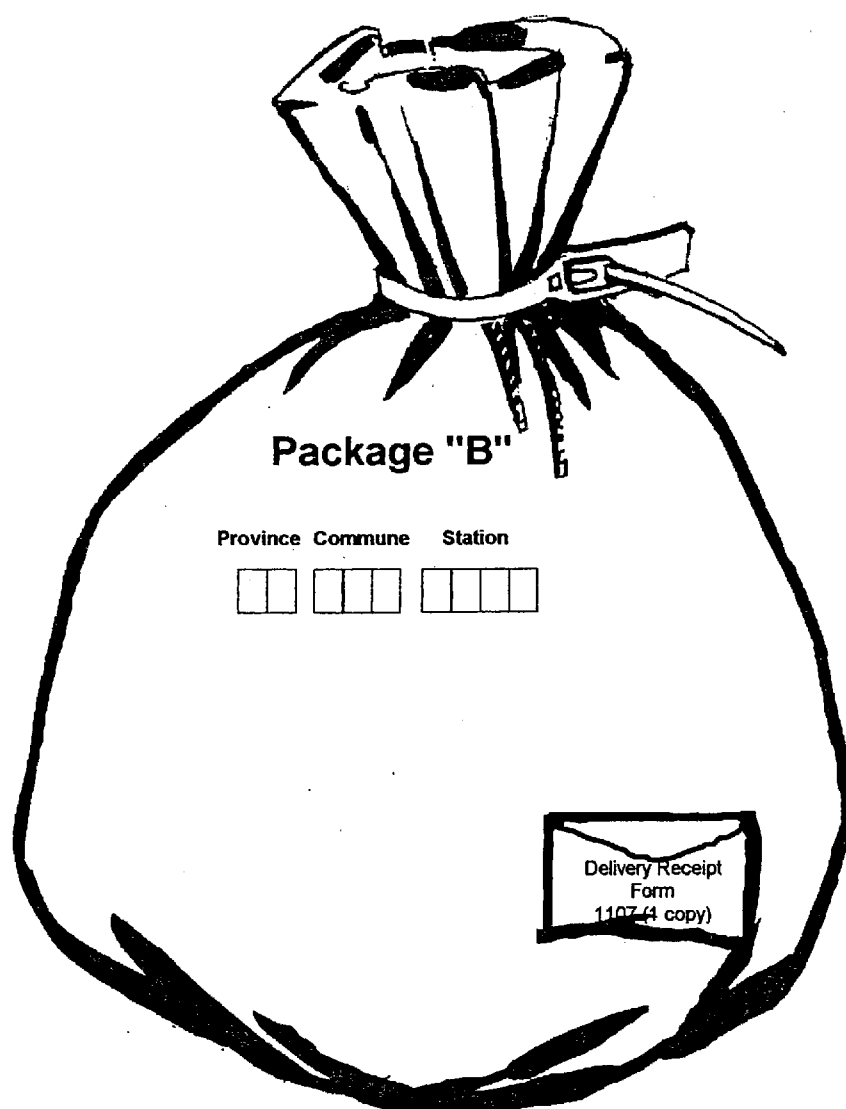
The Chief shall ensure that there are 3 copies of the form on sending, delivery and receipt of election materials (Form 1107) for putting into the pocket of package 'B' and for using in the delivery and receipt at the CEC.

B. Preparing and Packing the Election Materials into Package 'B'

The PSC Chief shall pack into package 'B' the following materials:

- Safety package 'A' containing the polling record
- The envelope containing the polling record (Form 1101) sent to the PEC
- The envelope containing the polling record (Form 1101) sent to the CEC
- The envelope containing the stamp of the polling station
- An empty envelope with a back note reads "Ballot Verification Record" (Form 1102)



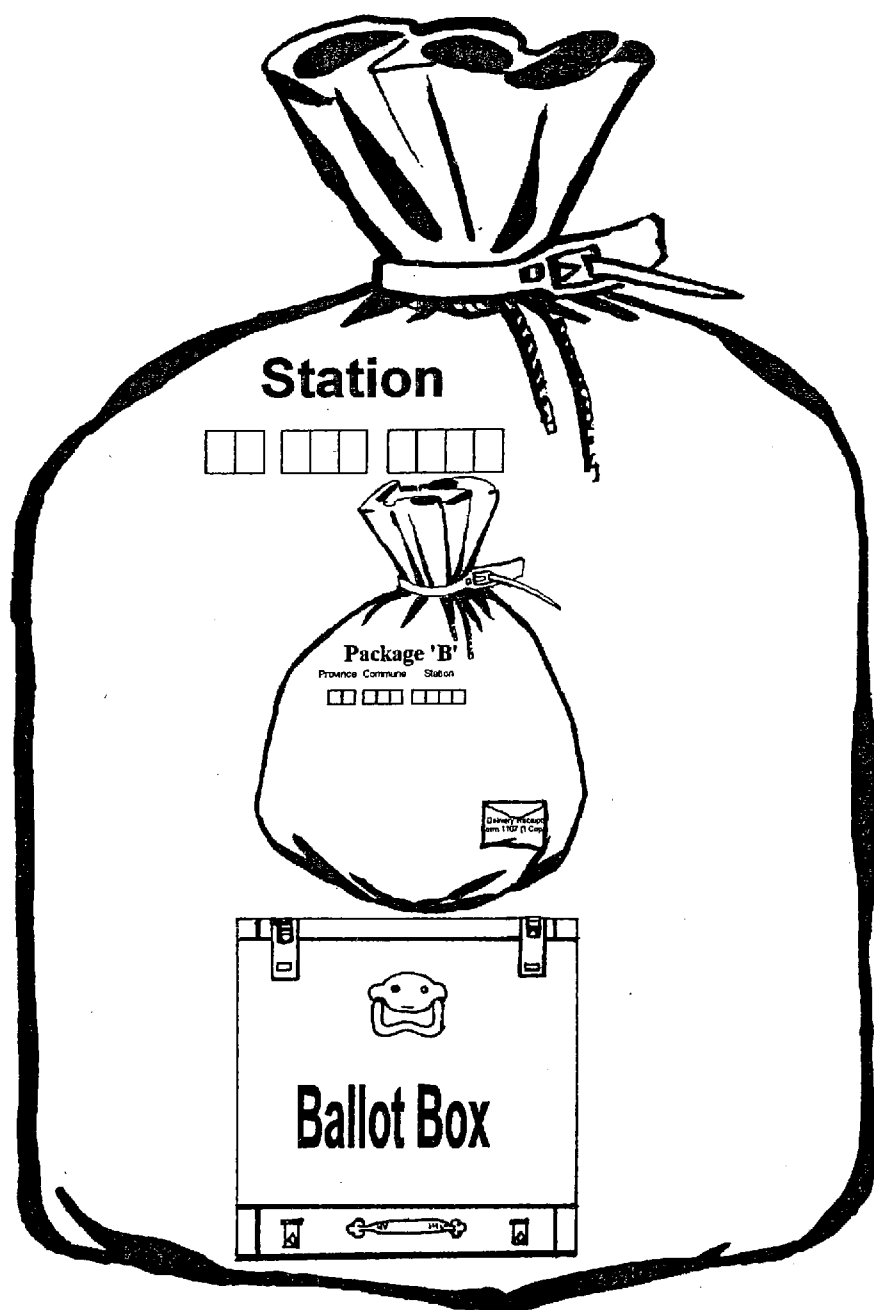


The package 'B' is tied with a string and additionally sealed.

C. Preparing and Packing the Ballot Box and Package 'B' into the Large Plastic Bag delivery

The Chief shall organize to pack the ballot box containing ballots inside and package 'B' into the large plastic bag then twist the neck of the bag and tie it with a string and additionally seal it with a seal. The Chief shall write down the code number of the station using an indelible marker on that large plastic bag. The Chief shall order the Secretary to record the number of the seal for package "B" and the seal for the large plastic bag into the polling record (Form 1101).

The PSC Chief shall allow the political party representatives and observers to observe every procedures of the packing and also to take note of the serial number of the seal used to seal the bag.



The Large Waterproof Plastic Bag Holding the Ballot Box and Package "B"

VIII. Sending the Ballot Box Containing Uncounted Ballots and Package 'B' Putting the Polling record and Remaining Election Materials to the CEC

1. Sending the Ballot Box Containing Uncounted Ballots and Package 'B' Putting the Polling record on the Election Day

After packing the ballot box containing ballots inside and the polling record as well as the remaining election materials already, the PSC Chief shall take all necessary measures in sending those materials immediately so that they will arrive at the CEC in the evening of the Election Day.

- If, based on the distance of the road, means of transportation, time, degree of darkness and situation of security, the PSC Chief realizes that it is possible to send the large plastic bag containing the ballot box with ballots inside and package 'B' putting the polling record and other remaining election materials to the CEC, and it will arrive safely on time, s/he shall invite the political party representatives and national and international observers who are present to join in this sending, and shall also inform them about the departure time of the sending as well as the target and the time of delivery and receipt at the CEC.
- The Chief, who is accompanied by the Deputy Chief, shall be directly responsible for the sending of the large plastic bag and other remaining election materials to the CEC. At the same time, the Chief shall assign some other PSC members, if necessary, to send all other materials left.
- In order to ensure the performance of ballot verification and counting work at the counting station of the CEC, the relevant PSC Chief shall:
 - Assign all PSC members, whose polling station is far away from the headquarter of the CEC, to join in the sending of the materials to the CEC and rest there in order to ensure that they are present on time at the counting station in the morning of the ballot counting day.
 - Ensure that all PSC members, whose polling station is near the headquarter of the CEC and who rest at their own home, must be present on time at the counting station before 7:00 AM on the ballot counting day.
- The PSC Chief shall request for 2 security forces to escort in the sending of the above-mentioned ballot box containing ballots inside, polling record and remaining election materials.
- During the delivery and receipt of the large plastic bag and other remaining election materials, the CEC shall check to ensure that all materials are complete and shall sign the form on sending, delivery and receipt of the election materials (Form 1107) to certify the receipt.

- In receiving and checking the large plastic bag containing the above materials, the CEC shall just notice that there are one ballot box and one package 'B' inside only without cutting off the seal and open the bag at all.
- The CEC Chief shall sign both copies of the form on sending, delivery and receipt of the election materials (Form 1107) and shall also invite the political party representatives and national and international observers to sign or thumbprint as witnesses.
- In case there is any refusal to sign or thumbprint on the form on sending, delivery and receipt of the election materials from any political party representative and observer, it will not invalidate this form on sending, delivery and receipt.
- The CEC Chief shall hand over 1 copy of the signed form on sending, delivery and receipt (Form 1107) to the relevant PSC and keep another copy as file.

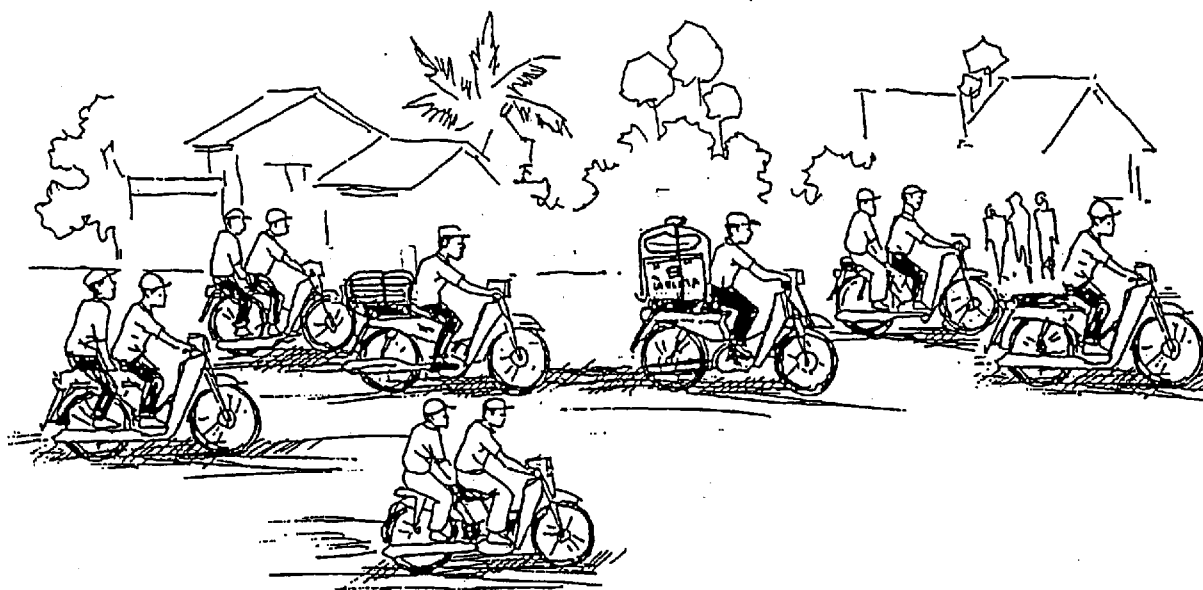
2. Delay in Sending the Ballot Box Containing Ballots Inside and the Polling record to the CEC on the Election Day

If, based on the situations of the road distance, means of transportation, time, degree of darkness and status of insecurity, the PSC Chief finds that it is not possible to send the large plastic bag containing the ballot box with ballots inside and package 'B' putting the polling record and other remaining materials to arrive at the CEC in the evening of the Election Day, the PSC Chief shall take measures to protect the ballot box holding the uncounted ballots, package 'B' and those election materials during the night and shall immediately inform the present political party representatives and observers about this necessity.

In this case, the large plastic bag must be sent to the CEC in the morning of the day after the Election Day.

- The Chief shall directly maintain and protect the large plastic bag and other remaining materials at the polling station, the Chief's own house or the house of a PSC member or at any safe location where the PSC determined.
- The Chief shall inform the political party representatives and observers about the polling station, the house or the location where the election materials are maintained during the night. At the same time, they shall also be informed about the next day departure time, target and time of handing over those election materials.
- The political party representatives and observers, who are allowed to observe at the polling station, have the right to stay for 1 night with the PSC at the house or the safe location keeping the ballot box and election materials of the relevant polling station.
- There shall be at least 2 members of the PSC joining the Chief in protecting the large plastic bag and other remaining election materials of the relevant polling station.
- Ensure that the large plastic bag is protected at all time by taking turns among the PSC members to be responsible for this guarding.
- The Chief shall request for 2 security forces to guard the polling station, the house or the safe location keeping the materials during the night.

- Next day morning, by following the time determined, the Chief shall be responsible for sending the large plastic bag and other remaining election materials to the CEC.



**Sending of the Large Plastic Bag and Remaining
Election Materials to the CEC**

The PSC Chief and his/her deputy shall send the large plastic bag containing the ballot box with ballots inside and package 'B' putting the polling record to the counting station of the CEC, while the other remaining materials are sent by the PSC members.

IX. Verification of Ballots at Ballot Counting Stations

After having received the large plastic bag, the CEC shall oversee and manage the verification of the ballots at the counting station of the CEC, which has been established.

1. Verifying Ballots

- The Chief and Deputy Chief of each PSC in the Commune/Sangkat including the PSC Chief and Deputy Chief who are appointed to take part in the counting team shall be responsible for verifying the ballots of their own polling station. The PSC Chief appointed as the Chief of the counting team shall assign his/her members to assist in maintaining order, liaison with the CEC and other necessary work in the ballot verification process.
- The PSC Chiefs and Deputy Chiefs and the members of the counting teams shall arrive at the room of the counting station where the large plastic bags are kept at 7:00 AM on the day after the Election Day in order to receive and take the large plastic bags as well as 4 copies of Form 1102 and a number of Form 1202 plus other

materials and documents used in the verification to the counting room prepared in advance by the CEC.

- The PSC Chiefs and Deputy Chiefs from 1 to 3 stations (in which includes the Chief, Deputy Chief and some counting teams) may verify the ballots in the same room of the counting station building already determined and reserved in advance. While the other 3 members of the counting team shall also be present in the room.
- Each Chief and Deputy Chief shall verify at the table for ballot verification determined for their respective station by sitting at each end of the table facing each other.

2. Checking and Verifying the Large Plastic Bags and the Materials Put Inside Them

The PSC Chief shall declare starting the ballot verification in front of the Deputy Chief, political party representatives and national and international observers who are present in the room and are allowed observing at the concerned station. During this checking and verifying process, the Chief shall:

- Prepare some complaint forms (Form 1202) for the political parties if they ask for.
- Hand over to the Deputy Chief 4 copies of Form 1102 to be filled out as the ballot verification record.
- Examine the seal sealing the large plastic bag by verifying with the seal number recorded down on the Handover and Receipt Form (Form 1107), a copy of which is kept by the PSC Chief.
- Ask the Deputy Chief to record down on the verification record (Form 1102) the serial number of the above seal.
- Cut off the seal with a pairs of scissors or a knife.
- Take out the ballot box holding ballots and package 'B' to place them on the table.
- Cut off the seal of the package 'B' and take out the safety package 'A', the envelope putting the polling record (Form 1101) sent to the CEC, and the envelope putting the station's stamp.
- Tie up the neck of the package 'B' keeping it by his/her side.
- Open the safety package 'A' and take out the 7 envelopes holding different election materials to put them separately on the table.
- Together with the Deputy Chief, take out the material from inside each envelope one by one to check based on Form 1101 in accordance with the following procedures:
 - Check and verify the code number of the polling station.
 - Check and verify the confidential stamp of the polling station.
 - Check and verify the number of voters who have voted.
 - Check and verify the serial number of the stubs of used and unused ballots.
 - Count the number of spoilt ballots (if there are any).
 - Check improper ballots confiscated (if there are any).

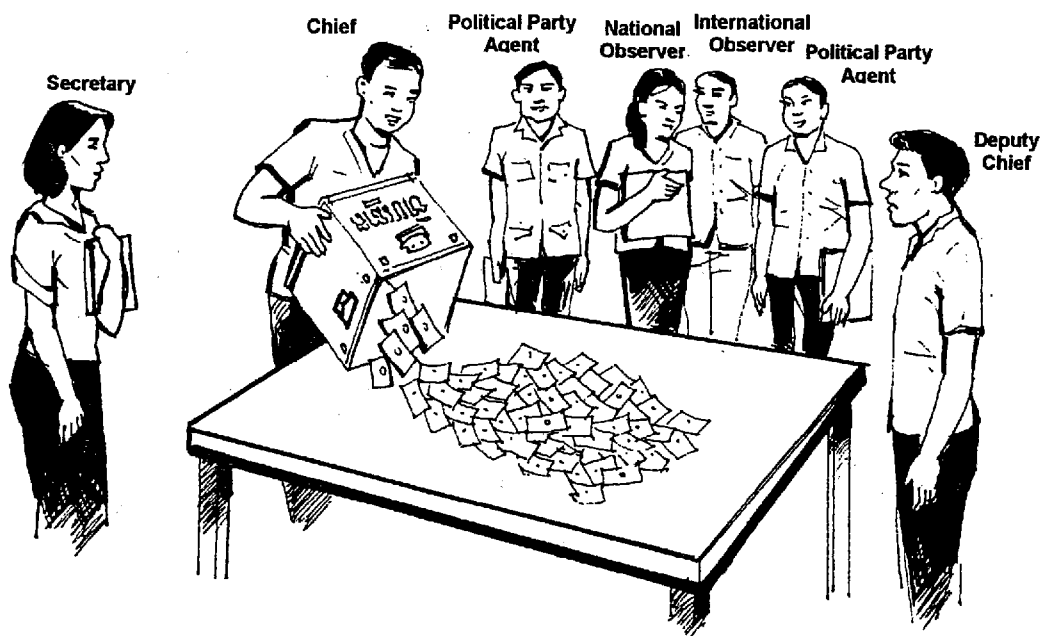
- Announce the result of this checking and verifying in this opening of the safety package 'A' to those who are present in the room.
- Put those materials into the plastic bag and envelopes as they originally were.
- Put the plastic bag and envelopes into the original safety package 'A'.
- Put the safety package 'A' and the materials inside into the safety package 'A1'.
- Close the safety package 'A1' (use the glue already existed at the mouth of the safety package 'A1').
- Check the serial number of the 2 seals fastened to the rings attached to the outer cover of ballot box to make sure that they are the same seals used when closing the ballot box during closing the election.
- Cut off the 2 seals with a pairs of scissors and a knife.
- Tell the Deputy Chief to record down the serial number of the 2 seals onto the verification record (Form 1102).
- Open the outer cover of the ballot box.
- Examine the serial number of the seal fastened with the ring attached to the inner cover of the ballot box to make sure that it is the same seal used when closing the inner cover of ballot box before polling.
- Cut off this seal with a pairs of scissors or a knife.
- Open the inner cover of the ballot box.
- Pour all ballots out of the box and place them on the middle of the table and place the empty ballot box aside.

3. Verifying Ballots

The Chief and Deputy Chief shall:

- Pile up the ballots, in which each pile shall consist of 25 ballots without being unfolded.
- Look for and take away any non-ballot item, which is not attached to the ballots, from the ballot piles and put it in a separate envelope (if found).
- Tell the Deputy Chief to record down this case on Form 1102 (if any).
- Tell the Deputy Chief to count all of the piled ballots and report openly to the Chief about the total number of the ballots, which were poured out of the ballot box and were counted in front of those present at the verification table.
- Verify the number of the ballots reported by the Deputy Chief by comparing it with the number of the voters who have already cast their vote and were recorded in the polling record (Form 1101).
- Advise the Deputy Chief to record the number of the ballots came up as the result of the above comparison on the verification form (Form 1102) if this number is equal to the number of the voters who have cast their vote and were recorded in the polling record (Form 1101).

- If the number of the ballots resulted from the counting by the Deputy Chief is less or more than the number of the polled voters or is less or more than the subtraction between the total ballots first received and the sum of the number of the spoilt and unused ballots, the Chief shall directly count the piled ballots poured out of the ballot box once again.



Verifying Ballots by the Chief and Deputy Chief of the PSC

Formula of the Ballot Verification

A	=	Number of Received Ballots
B	=	Number of Spoilt Ballots
C	=	Number of Unused Ballots
D	=	Number of Polled Voters
E	=	Number of Ballots Inside the Ballot Box

Usually

$$E = D = A - (B + C)$$

- Advise the Deputy Chief to record the different number into the verification record (Form 1102) if the discrepancy still exists. This case of discrepancy is not considered as an irregularity.
- Inform the political party representatives and observers about the outcomes of the above ballot verification so that they can keep track on and evaluate the results of this verification.

4. Placing Ballots Back into the Ballot Box and Filling out the Verification Record

After having completed the verification, the PSC Chief shall:

- Put the ballot box on the table and place all of the ballots back into the box then close its inner and outer cover well.
- The Chief and Deputy Chief shall sign and stamp with the station's stamp 3 copies of the verification record (Form 1102). The Chief shall invite the party representatives to participate in checking and signing this verification record as witnesses. The refusal to sign by any party representative cannot nullify this record. The verification record shall indicate some important figures as follows:
 - Number of ballots received (copy from the polling record, Form 1101)
 - Number of spoilt ballots (the figure can be found in the safety package 'A')
 - Number of unused ballots (the figure can be found in the safety package 'A')
 - Number of voters who already cast their vote (copy from Form 1101)
 - Number of the ballots in the ballot box (the figure that the Deputy Chief and/or the Chief counted)

5. Preparing and Packing the Verification Record and Station's Stamp back into Package 'B'

The PSC Chief shall prepare the 3 copies of the verification record (Form 1102) and station's stamp by putting them into the envelopes as follows:

- Place 1 copy of the verification record (Form 1102) in the same envelope with the polling record (Form 1101) sent to the PEC.
- Place another copy of the verification record (Form 1102) in the same envelope with the polling record (Form 1101) sent to the CEC.
- Place the last copy (Form 1102) in a new envelope to be sent to the NEC.
- Put the polling station's stamp in its original small-size envelope.
- The Chief of PSC shall ensure that, the safety package 'A1', all envelopes containing the records and the station's stamp are packed back into package 'B'.

6. Handing over the Ballot Box Containing Ballots inside and Package 'B' to the CEC upon the Completion of Ballot Verification

Each PSC Chief shall hand over to the CEC Chief the ballot box containing ballots inside and package 'B' as well as the other remaining forms, if any, at the concerned ballot verification room, which will then become the ballot counting room of the counting station of the Commune/Sangkat. After the handover is completed, the PSC Chiefs and Deputy Chiefs who are not appointed to be in the composition of the counting team are considered to have completed their work according to the contract.

Note:

The political party representatives may directly raise their objection in relation to any irregularities occurred during the verification to the PSC Chief. The PSC Chief shall resolve the objection based on the Election Law and Regulations and Procedures of the NEC, and the decision of the PSC Chief must be effective. A political party representative who disagrees with the decision of the PSC Chief must not interfere the verification process but has the right to object in writing to the CEC.

X. Counting Ballots by Counting Teams

After having received the ballot boxes holding ballots inside, packages 'B' and other remaining forms from the relevant stations as well as the materials used for ballot counting from the CEC, the Chief of each counting team must supervise and manage the order in his/her respective counting room. In order to ensure that the counting team can perform their job well, and all of the political party representatives can enter the counting room, based on the size of the room, the observers shall be instructed to enter by drawing lots so that everyone can see all activities of the whole ballot counting process clearly. The Chief shall take specific measures as follows:

1. Safety and Security Measures

- The member in charge of maintaining order must make sure that no one is getting in or out and be a caretaker for the electoral materials and documents that are not used for ballot counting.
- Representatives of each political party must choose one full right representative and one reserved representative to observe the counting process in the counting room. Observers of each organization of the relevant polling station can also enter the room to observe the counting process by taking turns based on the actual situations of the room.
- Party representatives or observers shall be placed in a position close enough to observe the counting activities clearly.
- The counting operation shall be carried out in only one room or place for each counting team, and once it is started, it must be completed regardless of the amount of time spent.

2. Ballot Counting Operation

- Seat Arrangement
 - The Chief and Secretary shall sit facing each other at both ends of the table.
 - The Deputy Chief and Assistant shall sit on both sides facing each other.
- The Chief declares starting the counting process.
- The Chief shall keep by his/her side the followings:

- Form 1115 as Attendance Sheet
 - A calculator (if available)
 - Form 1202 as complaint forms given to the party representatives if requested
 - A plastic bag for putting valid ballots
 - Rubber bands
- The Chief provides to the Secretary the followings:
 - 1 copy of Form 1108 (Vote Recording Table)
 - 4 copies of Form 1104 (Ballot Counting Record)
 - Some other materials
 - The Chief provides to the Deputy Chief a copy of Form 1108 (Vote Recording Table)
 - The Chief provides to the Assistant the followings:
 - 1 large marker
 - 1 large sheet of paper used for recording votes multiplied with the number of the polling stations the team is responsible for
 - The Chief of the team shall take the envelopes holding the verification records (Form 1102) and polling records (Form 1101) sent to the CEC out of the packages 'B' of the concerned stations, and then calculate a total figure recorded on the mixed ballot verification record and shall:
 - Announce to the political party representatives and observers the figure came up as the result of the calculation, especially the total number of the voters who have cast their vote in that or those polling stations and the total number of ballots contained in that or those ballot boxes in order to enable them to keep track on and evaluate the ballot counting process.
 - The Chief shall order the Secretary to record the above figure onto the counting record (Form 1104).
 - After using, the Team Chief must place the verification records (Form 1102) and polling records (Form 1101) back into their original envelopes and place them in the packages 'B' as they originally were.

3. Valid and Invalid Ballots

To carry out the ballot counting operation properly, all members of the counting team, especially the Chief and Deputy Chief of the team must have a clear understanding about the characteristics of valid and invalid ballots.

A. Valid Ballots

Valid ballots are the regular ballots, which are separately supplied by the NEC for use in the Election of the National Assembly in each provincial/municipal constituency, and bear the confidential stamp of the concerned polling station on their back and on which a voter has

clearly indicated his/her intention by making a mark in the rectangular box or on the serial number of the political party that s/he appreciates.

B. Invalid Ballots that Shall Be Nullified

B1. Fake Ballots that Are Not the Official Ballots:

Any ballots that are not officially provided to the polling station officials or they do not have proper or sufficient content like the ones officially published by the NEC (fake ballots) including:

- Ballots that are smaller or bigger in size than the NEC's official ballots'
- Ballots that are printed on a type of paper (thicker or thinner) different from the NEC's official ballots'
- Ballots that have a different color from the NEC's official ballots'
- Ballots that have no one or more political parties running for the 3rd National Assembly Election at the concerned provincial/municipal constituency
- Ballots that have more parties than the ones actually running for the 3rd National Assembly Election for each constituency
- Ballots that are printed with incorrect names and/or serial orders of the political parties running for the 3rd National Assembly Election for each constituency
- Falsified or fake ballots that have insufficient, incorrect and/or different content from the official ones' printed and provided to the concerned PSC by the NEC

B2. Ballots that Are Not marked or Are Marked but the Counting Team Cannot Conclude Which Political Party the Voters Voted for:

- Ballots that are not marked (blank ballots)
- Ballots that are marked in the rectangular boxes or on the serial numbers next to the political parties for more than one party
- Ballots that have one or more marks outside the parties' box or not on the serial number of any party even if there is any mark in the rectangular box or on the serial number of any party

B3. Ballots that Have Signs or Pictures that Make the Voters Known:

- Ballots that have various phrases, descriptive words or sentences written inside or outside the box of any party and/or on the front or back part
- Ballots that have fingerprints inside or outside the box of any party and/or on the front or back part
- Ballots that are stuck with any postal stamp or currency note or sticker or note or other logo inside the box of any party or on the front or back part
- Ballots that are attached or clipped with other documents
- Ballots that have names or signatures or signs that make the voters known

B4. Torn or damaged ballots:

- Ballots that any of the serial numbers or boxes of a party is torn away

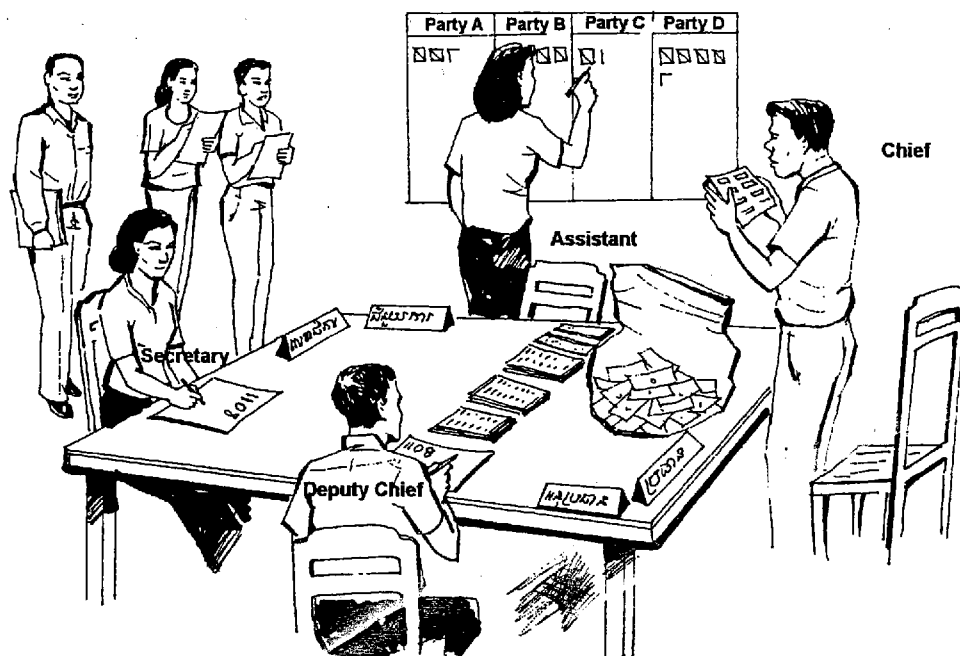
- Ballots that are completely torn apart
 - Ballots that are stained on the front or back part, which make the signs and characters and/or the mark supporting a party cannot be seen clearly
- B5. Ballots that Do Not Bear the Mark of the Official Confidential Stamp of the Concerned Polling Station:**
- Ballots that bear no mark of the official confidential stamp of the concerned polling station
 - Ballots that bear the mark but it is not of the official confidential stamp of the concerned polling station

4. Determining the Validity of Ballots According to the Parties

After opening the package 'B' and consolidating the figures recorded in the verification record already and after announcing the result consolidated, in front of those who are present in the counting room, the Chief of the counting team shall:

- Open the outer and inner cover of the ballot box, then pour out all of the ballots into a large plastic bag on the table, which formerly used for holding a ballot box and a package 'B', box by box until all boxes of the stations that the team is responsible for have been emptied.
- Mix the ballots together and shall prevent any ballot from falling off the bag.
- Position the large plastic bag holding the ballots inside in front of him/her.
- Put the empty ballot boxes aside (which latter on shall be folded smaller).
- Take out the ballots one by one from the plastic bag, unfold it for examination, check its validity and separate the valid ones according to each political party by following the procedures below until the plastic bag is emptied:
 - Verify and determine the validity of the ballot.
 - Display the ballot (even if it is valid or invalid) to the political party representatives and observers to see it clearly without touching it.
 - If it is a valid ballot, call out aloud the party that the voter voted for.
 - Put that valid ballot onto the pile prepared separately for each political party.
 - If it is an invalid ballot, call out aloud and mention the reason of its invalidity, then put it onto the pile of invalid and undecided ballots.
- Based on the declaration of a valid ballot supported any political party, order the Deputy Chief and Secretary to mark one point for one ballot that the political party receives on the Voter Recording Table (Form 1108), and order the Assistant to use a marker to mark one point on the large paper hang to the wall or on the writing board.
- In case there is any objection from a political party representative on the above-mentioned ballot check and verification (even if it is a valid or invalid ballot), put the

objected ballot onto the invalid and undecided ballot pile in order to verify it for the second time when all of the ballots are emptied from the plastic bag.



Determining the Validity of Ballots According to the Parties

NOTE:

- If any political party representative does not agree with the decision of the Chief of the counting team in determining a ballot valid or invalid, s/he has the right to raise an objection and request for recording the reason of the objection into the counting record (Form 1104).
- It will not be recorded into Form 1104 if the representative refuses to thumbprint on the form.
- The decision must be effective, and the Chief shall declare continuing the process of checking and verifying the ballots.
- The political party representative has the right to lodge an objection against the decision to the PEC.
- The Chief shall provide 4 copies of Form 1202 for complaining to that person if s/he requests for.

5. Final Validity Determination on Undecided Ballots

During verifying and determining ballots valid or invalid, if the Chief notices that any ballot is undecided or objected, s/he shall discuss with the other members of the counting team about the validity and the determination of the ballot's type again in order to finalize if it is truly valid or invalid.

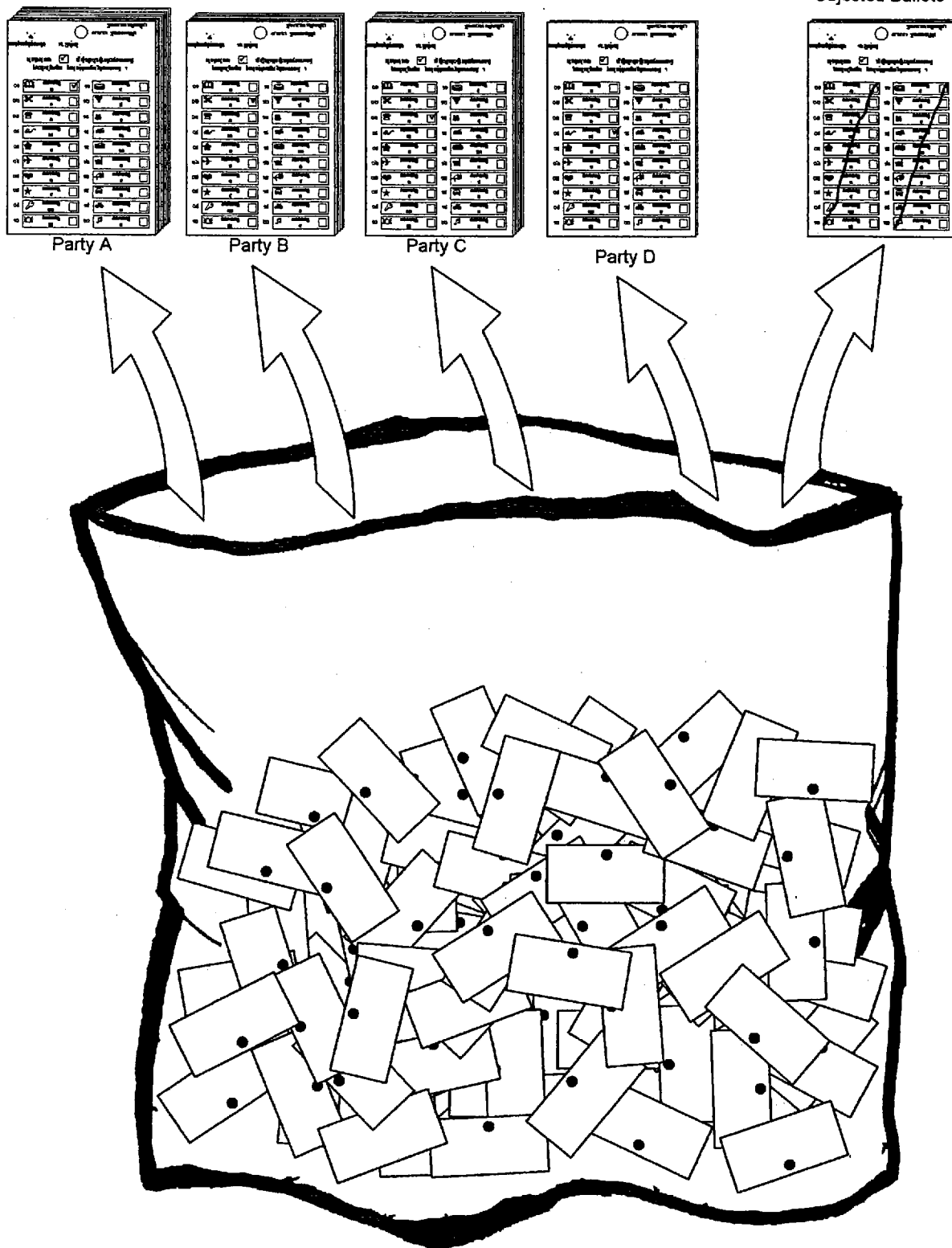
Even if the Chief of the team determines that the ballot is valid or invalid, s/he shall announce aloud the reason of such determination over that ballot and display it to the political party representatives and observers to check that valid or invalid ballot. They are allowed to question the reason of the Chief's determination over that ballot, but they are not allowed to touch that ballot at all.

- In case the Chief determines the ballot as a valid one, the Deputy Chief and Secretary shall mark one point for one vote that a political party receive onto the Vote Recording Table (Form 1108), and the Assistant shall use a marker to mark on the large sheet paper stuck to the wall or the writing board.
- In case the Chief determines the ballot as an invalid one, s/he shall put that ballot in the piles of the invalid ballot type.
- If there is any political party representative disagreeing with the Chief's decision in determining the ballot, the representative has the right to raise his/her objection and request the record the content and reason of that objection into the counting record (Form 1104). The objection will not be recorded if the representative refuses to sign or thumbprint the record.
- The decision of the Chief must be effective, and s/he shall declare continuing the verification and determination process.
- Any political party representative who disagrees with the decision of the Chief can lodge his/her objection to the PEC but shall not interfere the verification and determination process at all.
- The Chief shall provide 4 copies of the complaint forms (Form 1202) if they are so requested by the political party representatives.

Ballots Separation

Valid ballots shall be put onto separate piles for each party.

Invalid,
Undecided &
Objected Ballots



6. Filling the Ballot Counting Result & Preparation of Valid and Invalid Ballots

- When all of the ballots are counting, the Chief shall assign the Deputy Chief and Secretary to record the total number of the invalid ballots and totalize the number of votes supporting each political party and consolidate the number of valid ballots voted for all political parties on the Vote Recording Table (Form 1108), and shall order the Assistant to do the same tasks on the large sheet paper card or writing board used for marking votes. The Chief and Assistant shall count the number of ballots in the separate piles for each political party and in the piles of the invalid ballots, and then shall verify the counted figures with the figures of the ballots the Deputy Chief and Secretary found in the above consolidation.

If the sum of the valid and invalid ballots is equivalent to the number of the total ballots, which were poured out of the ballot boxes and mixed together, and the counted one, the Chief shall order the Secretary to:

- Record the figures resulted from the above consolidation into the Total Section of the Vote Recording Table (Form 1108).
- Based on the recording table (Form 1108), record the number of the ballots cast in the favor of each political party and the number of the invalid ballots into the counting record of the counting team (Form 1104).

If the sum of the total valid and invalid ballots is not equivalent to the number of the total ballots, which were poured out of the ballot boxes, counted and mixed together, the Chief shall once again count the ballots in the separate piles for each political party and the number of the invalid ballots.

If, after the Chief already recounted and calculated the sum of these ballots, the discrepancy still exists, and if there is no any significant event interrupted the counting process and/or no any ballot found on the carpet because it fell off, the discrepancy will be considered as accidentally happened in advance. In this case, the Chief shall order the Secretary to record the actual discrepancy of the figures into the Vote Recording Table (Form 1108) and the counting record (Form 1104).

- The Chief of the counting team shall organize to separately bind the valid ballots supporting each political party with rubber bands.
- The Chief shall organize to roll and bind all of the invalid ballots with rubber bands and put them into a printed envelope with its label "Invalid Ballots" to be sent to the CEC.
- The Chief shall ensure that all valid ballots, which are bound separately with the rubber band and the envelope holding the invalid ballots, are put together into a plastic bag with its printed label reads "Valid Ballots and Invalid Ballots of the Polling Station No.", then tie the neck of this plastic bag and shall write the code number of all stations that the team is responsible for using an indelible marker on the outside of the bag so as to be sent to the CEC.

XI. Preparing, Packing and Delivering the Ballot Counting Record and Relevant Election Materials to the Chief of the Ballot Counting Station of the CEC

1. Preparing and Packing the Ballot Counting Record

When the counting operation has been completed, the Chief of the counting team shall ensure 2 copies of the Vote Recording Table (Form 1108) and 3 copies of the counting record, which have been properly filled out, are signed by the Secretary and the Chief him/herself.

- The Chief shall display the counting record to the political party representatives and observers and invite them to sign or thumbprint as witnesses also.
- The refusal to sign or thumbprint on the counting record by any political party representative cannot nullify this record.
- The Chief of the counting team shall prepare the 3 copies of the counting record (Form 1104) and the 2 copies of the Vote Recording Table (Form 1108) into the envelopes as follows:
 - Put 1 copy of the counting record (Form 1104) and 1 copy of the Vote Recording Table (Form 1108) into a new envelope to be sent to the CEC.
 - Put another copy of the counting record (Form 1104) into a new envelope to be sent to the PEC.
 - Put the last copy of the counting record (Form 1104) and Vote Recording Table (Form 1108) into a new envelope to be sent to the NEC.
- The Chief of the counting team shall ensure that the above 3 envelopes are put into the plastic bag holding the valid and invalid ballots.

2. Handing over Election Materials to the CEC by Ballot Counting Teams

The composition of the ballot counting team, led by the Chief, shall take and deliver to the CEC at the room, which is already prepared for consolidating the election results in the Commune/Sangkat in the counting station, the counting record of the team and other election materials such as:

- The plastic bag holding the valid and invalid ballots and the 3 envelopes above
- All packages 'B' and the inside election materials of the relevant polling stations
- The ballot boxes of the relevant polling stations, which were folded smaller
- Other remaining forms (if there is any)

The Chief of the team shall ensure that taking the counting record and the above-mentioned election materials is completely done in one trip, and shall also invite the relevant political party representatives and observers to accompany and be witnesses in delivering these materials to the CEC at the room reserved for consolidating the election results in the Commune/Sangkat of the counting station.

After the Chief of the counting team has delivered the counting record and election materials completely, the CEC Chief shall sign the joint delivery-receipt list of the CEC used during the delivery and receipt of the large plastic bag holding the ballot box and package 'B' in order to certify the receipt.

After handed over the election materials to the CEC already, the composition of the counting team will be considered to have completed its tasks according to the contract.

XII. Closing Polling Stations During Emergency

In case there is any emergency, which is leading to dangers or intimidating the security of the election officers and voters in the inner parameter of the polling station on the Election Day, the NEC has the right in deciding to open or close those polling stations. If such case happens on the Election Day, the PSC Chief has the right to make the decision and shall report immediately to the NEC through the CEC and PEC.

The decision of not to open or close a polling station can be made only if that station or those stations are in emergency situations. Emergency situations are determined as any of the cases below:

- Public insecurity
- Flood, storm, earthquake or any other natural disaster
- Collapse of building used for the election due to any accident or fire or similar damage that leads to dangers.
- Administrative obstruction that does not allow the election process to function

If, before the Election Day, there is any incidence of the emergency situation occurred, the PSC Chief shall report immediately based on the actual situation to the CEC.

A polling station that is not opened or is closed by the NEC or lower Election Commissions due to emergency must be closed for a whole day.

- The PSC of the polling station that is not opened or is closed will be canceled in accordance with the contract after handing over the materials to the CEC.

XIII. Re-Polling at the Polling Stations that Are Not Opened or Are Closed on the Election Day Due to Emergency

A polling station that are not opened or closed during emergency will be prepared for a re-polling process within 8 days after the day the NEC declares invalidating the election process of that station. It can be the same location or any other location that is not far away from the old one and the NEC finds that it is safe and well secured in the same Commune/Sangkat.

In order to vote in this re-polling process, either sex of Khmer citizens shall have:

- His/her name in the official voter list
- Any ID document determined by the Election Law and Regulations and Procedures of the NEC

For citizens who have their name in the official voter list of the polling station, which requires re-polling process, but have lost their ID documents for use in the election have the right to request and receive a Written Statement of Identity issued by the Commune/Sangkat Authority for use during the election. The Commune/Sangkat Authority shall facilitate the issuance of the Written Statement of Identity for voters until the Election Day.

The official voter list of the relevant polling station, which was used on the Election Day, must be used again during the re-polling process. The CEC and PSC shall post this voter list 1 copy at the CEC and another at the station for the re-polling before the Election Day.

The official name list of the political parties running for the election with their serial number determined for use on the Election Day and the candidate list of each political party at the Provincial/Municipal Constituency must be kept the same for use in the re-polling process. These lists must be publicized at the CEC and the station where the re-polling process takes place within 3 days before the re-Election Day.

The composition of the political party representatives and observers participating in observing the election of that polling station on the Election Day must be kept the same for the re-polling process.

The procedures for the re-polling shall be carried out in accordance with the procedures of the election prescribed in the Regulations and Procedures for use on the Election Day.

From the duration of the re-polling process until the time to declare the official result, any appeal or objection and hearing resolving complaints relating to the re-polling process are also implemented the same as the determination for the election prescribed in the Regulations and Procedures of the NEC.

XIV. About Political Parties, Candidates and Political Party Representatives

1. Rights of Political Parties, Candidates and Political Party Representatives

- All political parties, candidates and political party representatives have the full and equal basic rights to participate in the election freely, fairly and justly including the rights in election campaigning.
- The full and equal basic rights in participating in the election are the right to request for the registration in the list of political parties and candidates for the election, the right to participate in the election campaign, the right to observe the election, the right to lodge objections, the right to receive the election result, the right to collaborate and give comments and the right to protect all of these rights.
- All political parties, candidates and political party representatives not only have their own personal rights and freedoms but also must respect the rights and freedom of the other people as well.
- All political party representatives can observe the process of voter registration, election, ballot counting and verification but shall not interfere the process.

- All political parties, candidates and political party representatives can lodge appeals or objections according to the procedures prescribed in the Regulations and Procedures of the NEC if they realize that the election is not free and fair.
- Political parties, candidates, officials and political party representatives must accept the result of the election that is free, fair and just.

2. Rights and Duties of Political Party Representatives

Political party representatives allowed observing the election have the right to:

- Observe the election process in the name of their respective political party in order to ensure that the Election Law and Regulations and Procedures are respected.
- Be present in the polling or counting station where they are accredited at the place and time determined by the election authority.
- Object every violation upon the Law or Regulations and Procedures witnessed directly by them. Objections must be made directly to the Chief of the polling or counting station when there are violations. The objections can be made verbally and/or by using the forms of the NEC.
- Sign the reports and records of the polling and counting station made of the NEC's forms.
- Fill out and sign or thumbprint the promise of political party representatives on the application form used for registering as political party representatives observing the election.
- Report in advance to the responsible person or Chief of the station in case there is any change between the full-right representatives and the reserved ones.
- Show the representatives' ID card and accreditation letter to the person responsible for the polling or counting station in order to enter the station to perform their work.
- Must wear the ID card during working hours.
- Sign the appeal forms if the complaint is recorded into the record of the station.
- Must respect the secrecy principle of the election.
- Must not give any instruction or blame towards the persons responsible for the polling and counting station at all.
- Must not raise objections or lodge objections to any person else besides the Chief of the polling or counting station at all.
- Must not violate any provision of the Election Law or Regulations and Procedures or this Code of Conduct at all.
- Must not interfere the election or counting process or interrupt any other process relating to the electoral work.

XV. About Observers and Journalists


1. Rights and Duties of Observers

- International observers can travel to any places in the Kingdom of Cambodia without having any permission or informing in advance except only for specific reasons relating to personal security. National observers can travel within the province/city that they requested for observation.
- If necessary, immediate assistance can be provided to the polling station if it is so requested by the election authority, and if it is entitled by their respective observation mission team.
- Accompany the delegations of the election officers every time the sending of the ballot box and election materials to the CEC or PEC or NEC is conducted.
- Observe every CEC, PEC and NEC's meeting relating to appeals, objections and other complaints.
- Not allow to debate or discuss any matter relating to supporting or opposing any political party with any voter or candidate at all.
- Observe the Election Result Table of the CEC, PEC and NEC.
- Check and verify the official result with the temporary result recorded during the ballot counting on the counting day.
- Make reports on any accused violation upon the law or regulations and on any irregularity to their respective superiors and all levels of competent election commissions.
- Respect the secrecy principle of the election.
- Freedom to make reports on their findings, observations and conclusions through their respective superiors based on specific instructions of their leaders or organizations. This freedom does not include the issuance of independent statements made individually to the press in relation with the election process and results, and it does not include what is made at their own will either.
- Freedom to meet or talk with political parties, candidates and election officials if the subject matter for such talk is not related to supporting or opposing any political party.
- Not interfere into the legal jurisdiction and internal affairs of the Kingdom of Cambodia.
- Respect the Laws and recognize the sovereignty of the Kingdom of Cambodia.
- Be conversant with the Electoral Law, Regulations and Procedures by recognizing all relevant situations and make their conclusions based on proper document as well as clear and explainable, substantiated evidence.

- Observe the whole process of the election, which includes preparatory process, registration of political parties and candidates, preparation and election campaign and all activities undertaken at the polling and counting stations before, during and after the election and other electoral activities.
- Observers have no right to interfere any affairs of the election commissions at any level.
- Enter and exit the polling and counting station but shall not interfere into the election process. Additionally, the number of observers in each polling or counting station at any one time shall be limited to no more than four. In case, any station has more than four observers, those concerned observers shall be rotated as determined by the Chief of the station.
- Be neutral and non-partisan and avoid any display of things such as uniform, color or other items, which is the symbol of support for or opposition against any candidate or political party.
- Not take part in any debate on the complaint resolution process during the election process but may observe this process on the settlement of this complaint.
- Immediately produce proof of identity to the competent authorities when requested to do so and must wear the ID card approved and issued by a competent electoral authority.
- Not possess or carry weapons or explosive substance during the course of the performance of their duty during the election in Cambodia.
- Comply with the guidelines and procedures determined by the NEC and other instructions of the election commission at a lower level and not to obstruct the election procedures upon performing their work as observers at any polling or counting station.
- Have the right to ask and raise questions to the PSC Chief, but must not provide any advice to correct the mistakes they found and disrupt the election process. However, they may immediately report to the election authority present there on any serious problem and send a copy of this report to the NEC.
- Be responsible for all costs and other expenses personally and/or through their organization incurred during their observation mission.
- Refrain from using photo cameras within the polling and counting station.
- Must not touch registration equipments and/or election materials including the ballots unless authorized by the election authority.





















2. Provisions for Journalists

- National and international journalists must wear their ID card issued by the NEC during performing their work.
- Must not interfere or disrupt the election process.
- Before taking any photo for the news inside the polling or counting station, must ask for such permission from the Chief.
- Taking news must not interrupt the work inside the station, must not affect the secrecy of the election, and must not affect individuals' rights.
- Journalists must not use their position (as private or state journalists) to depress the electoral officers of the National Assembly Election or observers or candidates or political party representatives or citizens at all.
- National and international journalists have the right to take photos and news about the activities of citizens participating in the election and of the electoral officers functioning at each station.
- National and international journalist have the right to take photos about the activities of the ballot marking for the news, but shall have no right make any interview inside the polling and counting station and the voters who are queuing to enter the polling station.
- National and international journalists must abide by the code of conduct and the professional standard of journalism and the NEC's Code of Conduct for Journalists.


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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.


01  Party A <input type="checkbox"/>	11  Party K <input type="checkbox"/>
02  Party B <input type="checkbox"/>	12  Party L <input type="checkbox"/>
03  Party C <input type="checkbox"/>	13  Party M <input type="checkbox"/>
04  Party D <input type="checkbox"/>	14  Party N <input type="checkbox"/>
05  Party E <input type="checkbox"/>	15  Party O <input type="checkbox"/>
06  Party F <input type="checkbox"/>	16  Party P <input type="checkbox"/>
07  Party G <input type="checkbox"/>	17  Party Q <input type="checkbox"/>
08  Party H <input type="checkbox"/>	18  Party R <input type="checkbox"/>
09  Party I <input type="checkbox"/>	19  Party S <input type="checkbox"/>
10  Party J <input type="checkbox"/>	20  Party T <input type="checkbox"/>

Official Ballots Printed by the NEC

❖ **Invalid Ballots that Shall Be Nullified**





















1. Ballots that Are Not the Official Ones

Any ballots that are not officially provided to the polling station officials or do not have proper and sufficient content like the ones officially printed by the NEC are considered to be fake ballots including:



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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.





















01  Party A <input type="checkbox"/>	11  Party K <input type="checkbox"/>
02  Party B <input type="checkbox"/>	12  Party L <input type="checkbox"/>
03  Party C <input type="checkbox"/>	13  Party M <input type="checkbox"/>
04  Party D <input type="checkbox"/>	14  Party N <input type="checkbox"/>
05  Party E <input type="checkbox"/>	15  Party O <input type="checkbox"/>
06  Party F <input type="checkbox"/>	16  Party P <input type="checkbox"/>
07  Party G <input type="checkbox"/>	17  Party Q <input type="checkbox"/>
08  Party H <input type="checkbox"/>	18  Party R <input type="checkbox"/>
09  Party I <input type="checkbox"/>	19  Party S <input type="checkbox"/>
10  Party J <input type="checkbox"/>	20  Party T <input type="checkbox"/>

1- Ballots those are smaller in size than the NEC's official ones


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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01  Party A <input type="checkbox"/>	11  Party K <input type="checkbox"/>
02  Party B <input type="checkbox"/>	12  Party L <input type="checkbox"/>
03  Party C <input type="checkbox"/>	13  Party M <input type="checkbox"/>
04  Party D <input type="checkbox"/>	14  Party N <input type="checkbox"/>
05  Party E <input type="checkbox"/>	15  Party O <input type="checkbox"/>
06  Party F <input type="checkbox"/>	16  Party P <input type="checkbox"/>
07  Party G <input type="checkbox"/>	17  Party Q <input type="checkbox"/>
08  Party H <input type="checkbox"/>	18  Party R <input type="checkbox"/>
09  Party I <input type="checkbox"/>	19  Party S <input type="checkbox"/>
10  Party J <input type="checkbox"/>	20  Party T <input type="checkbox"/>

2- Ballots those are larger in size than the NEC's official ones

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

3- Ballots that are printed on a type of paper (thicker or thinner) different from the NEC's official ballots'

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

4- Ballots that have a different color from the NEC's official ballots'

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03		<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18		<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

5- Ballots that have no one or more parties' name running for the 3rd Parliamentary Election in the concerned constituency

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	12	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	13	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	14	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	15	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	16	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	17	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	18	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	19	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	20	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	21	Party T	<input type="checkbox"/>
11	Party U	<input type="checkbox"/>	22	Party V	<input type="checkbox"/>

6- Ballots that have more parties than the ones actually running for the 3rd National Assembly Election for each constituency

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party O	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party K	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

7- Ballots that have incorrect serial order of the parties running for the 3rd National Assembly Election at the concerned constituency

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

8- Falsified or fake ballots that have insufficient or incorrect content and/or other content different from the NEC's official ones, and that are not provided by the NEC to the concerned PSC

2. Ballots that Are Not Marked or Are Marked But the Counting Officials Cannot Conclude Which Party Their Voters Voted for

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

1- Ballots that have no marks at all (Unmarked Ballots)

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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input checked="" type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input checked="" type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

2- Ballots that are marked for more than one party in the rectangular boxes or on the serial number next to the parties



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Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input checked="" type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

3- Ballots that are marked outside the boxes of the parties or not on the serial number of a party (even if there are few or many)

3. Ballots that Have Signs or Pictures that Make the Voters Known



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My name is A, and I love Party B.

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

1- Ballots that contain phrases, descriptive words or sentences even if they are written inside or outside the box of any party and/or at the front or back part



 Kingdom of Cambodia
 Nation Religion King

NEC
 27-07-03
 12- Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

2- Ballots that have a fingerprint on them even if it is inside or outside the box of any party and/or at the front or back part

Kingdom of Cambodia
Nation Religion King

NEC
27-07-03 12- Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

3- Ballots that are stuck with a postal stamp or currency note or sticker or note or other logo in the box of any party or at the front or back part

Kingdom of Cambodia
Nation Religion King

Send to
..... Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

4- Ballots that are attached or clipped with any other document

Kingdom of Cambodia
Nation Religion King

NEC
27-07-03 12- Phnom Penh

My name is A, and I love Party B.

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

My name is Z, and I love Party G.

5- Ballots that have names, signatures or signs written that make the voters known

4. Torn or Damaged Ballots

Kingdom of Cambodia
Nation Religion King

NEC
27-07-03

12- Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
		<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
		<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
		<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

1- Ballots that are torn missing the serial number or box of any party

Kingdom of Cambodia
Nation Religion King

NEC
27-07-03

12- Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

2- Ballots that are completely torn apart

Kingdom of Cambodia
Nation Religion King

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27-07-03

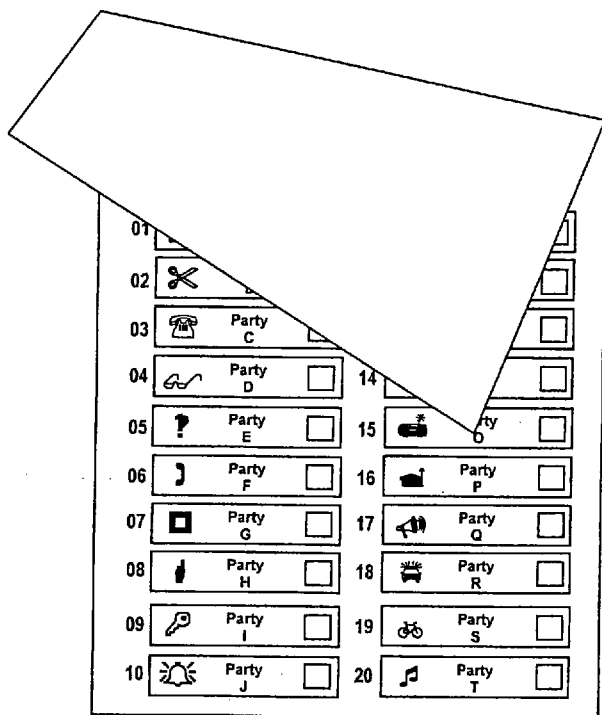
12- Phnom Penh

Please mark this way ☒ to show that you have chosen the candidate of the party, and please, do not mark more than one.

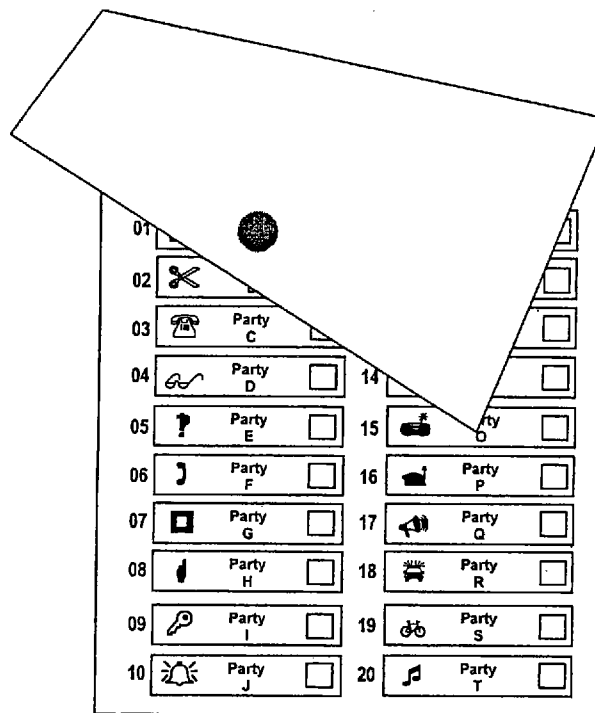
01	Party A	<input type="checkbox"/>	11	Party K	<input type="checkbox"/>
02	Party B	<input type="checkbox"/>	12	Party L	<input type="checkbox"/>
03	Party C	<input type="checkbox"/>	13	Party M	<input type="checkbox"/>
04	Party D	<input type="checkbox"/>	14	Party N	<input type="checkbox"/>
05	Party E	<input type="checkbox"/>	15	Party O	<input type="checkbox"/>
06	Party F	<input type="checkbox"/>	16	Party P	<input type="checkbox"/>
07	Party G	<input type="checkbox"/>	17	Party Q	<input type="checkbox"/>
08	Party H	<input type="checkbox"/>	18	Party R	<input type="checkbox"/>
09	Party I	<input type="checkbox"/>	19	Party S	<input type="checkbox"/>
10	Party J	<input type="checkbox"/>	20	Party T	<input type="checkbox"/>

3- Ballots that are stained on the front and/or back part which make the signs and characters and/or the mark supporting a political party cannot be seen

5. Ballots that Do Not Bear the Mark of the Official Confidential Stamp of the Concerned Polling Station



1- Ballots that do not bear the mark of the official confidential stamp of the relevant polling station



2- Ballots that are stamped but not with the official confidential stamp of the relevant polling station

CODE OF CONDUCT FOR ELECTION OFFICIALS

I. Purpose and Application of the Code of Conduct

A. Purpose of the Code of Conduct

The purpose of the code of conduct for election officials (Code of Conduct) is to enable the National Election Committee (NEC) and every election official to achieve:

- An election that is conducted in accordance with the LEMNA, and the amendment to this law (Electoral Law).
- An election that is accepted as free, fair and just by the citizens of Cambodia, by all political parties that participate in the election, and by the international community.
- An election that takes place without threat, violence, coercion, intimidation or criticism.

B. Application of the Code of Conduct

Every employee of the NEC and the officials who have the power delegated to them by the NEC are election officials. Every election official shall comply with this Code of Conduct while he/she is at his/her working place or is carrying out his/her duties.

C. Implementation by the Election Officials

1. Application of the Electoral Law, By-Laws, Regulations and Procedures of the NEC:

Every election official shall be committed to comply with and support the Electoral Law, By-Laws, Regulations and Procedures of the NEC.

2. Conditions of Employment:

Every election officials shall be committed to abide by his/her mandate and conditions of his/her employment. The conditions of the employment shall also include this Code of Conduct.

3. Implementation of the Code of Conduct:

Every election official shall be committed to comply with, support and implement the Code of Conduct.

4. Support and Dissemination:

Every election official shall be committed to support and broadly disseminate the Electoral Law, Regulations and Procedures of the NEC and the Code of Conduct.

II. General Conduct

1. Condemnation of Violence, Coercion and Intimidation

Every election official shall be committed at all times to act within his/her authority to condemn and prevent any violence, coercion and intimidation related to the election.

2. Impartiality between Political Parties

- 2.1 Each election official shall not be biased and shall not do anything by way of action, attitude or speech which indicates a bias or preference for any political party, candidate or political party representative in the implementation of his/her duties.
- 2.2 Each election official shall not do anything that may influence voters and can make voters to vote for or against any candidate, or political party.
- 2.3 Each election official shall not wear or display any sign, emblem or slogan on their clothes that is related to any candidate or political party.

3. Working Environment

- 3.1 In the conduct of his/her duties, each election official shall support a quiet atmosphere of non-bias, confidentiality and dignity.
- 3.2 Every election official must be ready to take appropriate actions for special, unpredictable events arising during the election process, which requires an election official to:
 - Carry out their duties under difficult circumstances.
 - Carry out a new or additional task that suits his/her capacity, but it falls outside his/her usual working place.
- 3.3 In case of interference or disturbance, an election official shall:
 - Continue to carry out his/her duties carefully and strictly.
 - Secure all electoral material kits for which they are responsible, including forms, certificates, ballot papers, notices, seals and envelopes or boxes for election materials.
 - Act immediately according to the instructions given by their superiors.

4. Special Assistance

Every election official shall provide a special assistance to an extent of his or her capacity as requested to any individual who:

- Is illiterate (during the registration) or disabled.
- Does not know what s/he is going to do or is not sure about what s/he is going to do to register as a voter or to vote or does not know about how to lodge a complaint or appeal.
- Does not have any of the required documents or whose name is missing from the list of voters or whose right to register or vote is rejected.

5. Intimidation, Damage and Obstruction

5.1 Each election official shall disassociate him/herself from any involvement in any proposal or act of:

- Threatening.
- Violence, coercion or intimidation by any individual or against any individual.
- Causing damage to any polling station premise.
- Causing harm or damage or concealing of any election material or property.
- Hindering or preventing any eligible individual from going to a registration, polling or counting station.

5.2 Each election official shall take appropriate measures within their authority to prevent and cope with intimidation, harm and obstruction as stated above.

6. Smoking and Causing Fire

Each election official shall not:

- Smoke in a registration, polling or counting station.
- Strike a match or use a lighter or any device that may be flammable in a registration, polling or counting station without obligation to do so.

7. Eating

Each election official shall not eat or drink in a registration, polling or counting station except after getting the express permission by his/her superior.

8. Alcohol and Drug

Each election official shall not have a beverage that contains alcoholic substance or use alcohol or drug in any registration, polling or counting station or within the inner perimeter of these stations.

9. Gambling

Every election official shall not gamble or play games in his/her working place and during working hours.

III. Requirements for Registration, Polling and Counting Stations

A. Requirements for Registration Stations

1. General Duty

Every election official who is responsible for any aspect of registration work at a registration station shall carry out his/her specific obligation in a way that ensures every citizen can exercise his/her right with dignity, comfort and on appropriate time to be registered as voters.

2. Citizens with Disabilities or Illiteracy

- 2.1 Any citizen who is blind, frail, illiterate or has any disability has the right to choose any means or any degree of assistance he/she needs to assist him/her to register to vote.
- 2.2 Any election official who is appointed to assist any applicant who is blind, frail, illiterate or has any disability shall provide such assistance based on the degree requested by the concerned disabled applicant.

B. General Requirements for Polling and Counting Stations

1. Polling Stations

Every election official who is responsible for any aspect of polling related work at a polling station shall carry out his/her specific obligation in a way which ensures that all voters can exercise his/her right to vote secretly, with dignity, comfort and on appropriate time and shall ensure that all election materials and equipments are well secured and complete.

2. Counting Stations

Every election official who is responsible for any aspect of a polling station shall carry out his/her specific obligation in a way ensuring that all ballots are well secured and complete.

3. Touching Election Materials

- 3.1 An election official who is working in a polling or counting station shall not touch ballot books, ballot papers, lists of voters, seals, confidential stamps, official stamps, forms or any other election materials if he/she does not have the permission to do so even though it is his/her duty.
- 3.2 If there is no permission, an election official at a polling or counting station shall not:
 - Untie the knots or open the seals, ballot books, ballot boxes, packages or envelopes that contain election materials.
 - Take out ballot books, ballot boxes or packages or envelopes that contain election materials inside.
 - Remove any election materials out of a polling or counting station or assist any person to do so.
 - Put a mark or write on any election material or delete a mark or note from any election material.

4. Ballots and Ballot Boxes

If an election official in any polling or counting station does not have the permission, the official shall not:

- Provide any ballot to any person.
- Stamp any ballot with the official confidential stamp.
- Change or destroy the mark of the official confidential stamp on any ballot.

- Change or destroy a ballot.
- Mark on a ballot.
- Grab or touch ballot boxes.
- Put a ballot or other item in a ballot box.
- Take ballots out of a ballot box.

C. Special Requirements for Polling Stations

1. Polling Stations

- 1.1 An election official who is working in a polling station shall not attempt to:
- Find out the intention of a voter who is voting or has voted.
 - Make a voter reveal or tell him/her about how the voter has voted.
 - Put a mark on a ballot that can make the identity of the voter known.
 - Use his/her influence to help any person to be able to vote knowing that the person is illegible for voting.
 - Walk close to give a signal or speak to any voter without permission to do so, since the time the voter walks into the inner perimeter of a polling station and inside the polling station until the time he/she leaves the inner perimeter of the polling station.
 - Walk into a voting booth without duty.
- 1.2 An election official shall report immediately to a designated election official on the activity of any individual requesting to disclose or intending to find out how a voter has voted.

2. Voters with Disabilities in Polling Stations

- 2.1 A disabled voter who cannot vote by him/herself has the right to choose any mean or decree of assistance that he/she needs to assist in voting.
- 2.2 Election officials shall provide assistance to an extent requested by the concerned voter and as determined in the regulations of the NEC only. This requires the designated election official to ask the voter about what political party that he/she wants to vote for, and the official shall mark the ballot paper on the voter's behalf. The election official designated to assist voters with disabilities is required to keep the confidentiality of their voting.

D. Special Requirements for Counting Stations

Without the permission to do so, each election official in a counting station shall not attempt to disclose:

- Which political party a voter has voted for on a ballot.
- The results of audit and any calculation made by election officials.
- Invalid ballots in disputes.
- The number of votes that voters have voted for a political party.

IV. Relationship with Parties, Their Representatives & Observers

1. Relationship

- 1.1 Each election official shall be friendly, unbiased and have a close relationship with all candidates, representatives and observers at all times.
- 1.2 Every election official shall acknowledge and accept the legitimate roles of all political party representatives and observers who are:
 - Present in the registration, polling and ballot-counting stations and the inner perimeter of these stations in order to observe the election process.
 - Appealing or objecting or lodging an appeal or an objection on irregularity of the implementation of the regulations and procedures through the designated election official (for political party representatives only).
- 1.3 The election official who is entitled to settle appeals or objections must receive all complaints even if they are late or have insufficient conditions. In these two cases, the official shall make a note of rejection on the complaints and give appropriate reasons.

2. No Authority

Every election official must know that:

- A political party, candidate, representative or observer has no right to give any instruction to any election official.
- Every election official is prohibited from complying with any instruction given by a political party, candidate, representative or observer.

3. Gifts and Promises

- 3.1 Every election official must not accept directly or indirectly any monetary gift or promise from any political party, candidate, representative or observer.
- 3.2 The gifts also include food, drink or other personal services provided to an election official by a political party, candidate, representative or observer at a registration, polling or ballot-counting station without an open agreement of all political parties being present in that station.

4. Prohibited Activities

During the election, each election official must not:

- Be a candidate of any political party whose name is on the list of candidates running for the election.
- Work for or receive wages from any political party or candidate.
- Hold any position in an office of any political party.

V. Training

Each election official must attend every training course or workshop to which he/she is assigned.

VI. Penalty

Every election official will receive the punishments stipulated in Chapter 11 of the LEMNA when he/she acts against the electoral law, regulations, procedures and this Code of Conduct.

CODE OF CONDUCT FOR CAMBODIAN ROYAL ARMED FORCES AND NATIONAL POLICE

Part 1

I. Preamble

In order to enable the Election of Members of the National Assembly on 27 July 2003 to be free, fair and accredited and to strengthen the social environment for the organization of the elections so as to ensure mutual understanding and respect for the law as well as to prevent the social environment from being poisoned with fear, confusion, threats, violence and insecurity, the National Election Committee has adopted the Code of Conduct for Members of the Cambodian Royal Armed Forces and National Police in the process of the Election of Members of the National Assembly as the following. The NEC has compiled the Code of Conduct, targets and goals to be protected based on the Annexes I attached on the last page.

II. Objectives of the Code of Conduct

The objectives of this Code of Conduct are:

1. Enable the election process to proceed successfully without intimidation and violence and is acceptable.
2. Protect the safety of voters, candidates of the political parties running for the election, election officials, national and international observers and the entire society.

III. Rights and Obligations

During the process of the coming election of members of the National Assembly on 27 July 2003, all members of the Cambodian Royal Armed Forces shall adhere to the stance of neutrality and impartiality, and shall not show any support or opposition against any political party or candidate. Members of the Cambodian Royal Armed Forces and National Police shall keep in mind that:

1. Voters have the right to enjoy the protection of security and safety in order to enable the election process to be freely and justly conducted.
2. Every candidate and relevant political party running for the election has equal right to receive the protection of security and safety during the election.
3. Members of the Cambodian Royal Armed Forces and National Police have the duties and responsibilities to ensure safety during the election process by cooperating with the National Election Committee and the Electoral Commissions at all levels.

4. Members of the Cambodian Royal Armed Forces and National Police have the duties to protect each Registration, Polling and Ballot Counting Station within its administrative and security perimeter.
5. On the Election Day, the Cambodian Royal Armed Forces or National Police shall protect this security perimeter in their uniforms and the Security ID Card of the National Election Committee.
6. Members of the Royal Cambodian Armed forces and National Police, who are on duty, shall not actively participate in the electoral campaign of any political party. Active participation has been identified as follows:
 - 6.1 Being a members of a permanent committee for information and media or a commission of an electoral campaign of any political party
 - 6.2 Joining in parades, meetings and procession in order to support or oppose against any political party and/or candidate
 - 6.3 Displaying on their personal or units' vehicles any posters or other electoral materials in order to support or oppose against a political party and/or a candidate
 - 6.4 Conducting a public opinion survey for any political party and/or a candidate
 - 6.5 Driving any political party or candidate's vehicle
 - 6.6 Distributing materials to voters in the purpose of supporting a political party and/or candidate
 - 6.7 Issuing a public statement supporting or opposing against a political party and/or candidate
 - 6.8 Playing music, singing songs and/or publicizing political messages through all kind of sound systems to support any political party and/or candidate

IV. Duties and Responsibilities of Members of the Cambodian Royal Armed Forces and National Police:

A. Cambodian Royal Armed Forces and National Police shall:

1. Ensure the maintenance of a safe environment during the registration of voters, electoral campaign and counting of ballot papers.
2. Ensure that all of the concerned candidates and political parties have equal access to the enjoyment of security and safety protection during the electoral campaign.
3. Guard and monitor the Registration, Polling and Counting Stations most strictly for the purpose of polling and ballot counting. Members of the Cambodian Royal Armed Forces are requested to guard the Ballot Counting Stations at nighttime.

4. They are requested to escort the delegation delivering the electoral kits and documents to the Ballot Counting Station located at a commune/sangkat or any place as determined by the NEC.
5. They are requested to escort the delegation delivering the documents and consolidated reports on the temporary election results from the CEC to the PEC's headquarter.
6. They are stationed around the Registration, Polling and Ballot Counting Stations in order to be ready to perform the job when requested by the Commune/Sangkat Council or PSC Chief or Chief of the Ballot Counting Station in order to assist in maintaining the security and public order in any of those stations.
7. The commanders or officers of the Cambodian Royal Armed Forces and National Police shall attend the meeting with the National Election Committee and the Election Commissions at all levels to discuss security and safety measures to be taken during the election process.
8. The commanders of the Cambodian Royal Armed Forces and National Police shall issue directives to their subordinate officers to oversee the conduct of officers of their relevant units concerning the political parties, candidates, supporters and citizens as well as protecting the fundamental rights and freedoms as mentioned in Articles 31 and 32 of the Constitution of the Kingdom of Cambodia.

B. Members of the Cambodian Royal Armed Forces and National Police Are Forbidden to:

1. Take part in any public propaganda activity by wearing their uniforms.
2. Take part in any activity of the electoral campaign while on duties even with or without armaments.
3. Stand close to the means or places where an electoral campaign activity is being held except it is so requested by the National Election Committee or the Election Commissions at all levels.
4. Interfere the election operations.
5. Wear uniforms and/or carry armaments and explosive substance with them entering the outer and inner perimeter of the Registration, Polling and Ballot Counting Stations.
6. Directly or indirectly threaten or intimidate any individual or group of supporters in order to gain support from them or to discourage them from supporting other candidates or political parties. Threats, intimidations and discouragements include:

- 6.1 Direct or indirect words or a piece of writing containing a threat to life, physical body or destruction/harm to the property.
 - 6.2 Direct or indirect verbal remarks or a piece of writing made in a sense to commit torture.
 - 6.3 Minor or serious beating against any individual.
 - 6.4 Verbal abuses made to imply that there would be a physical harm.
 - 6.5 Display or use of weapons for the purpose of intimidation.
 - 6.6 Verbal or written reference to a past event where a person was executed or beaten or raped or whose property was destroyed or damaged.
 - 6.7 Shooting with a gun over a person's head or his/her house roof or vehicle or at areas around that person.
 - 6.8 Placing an animal corpse or various signs or equipments in front of a person's house, which can cause the person to fear for his/her life or his/her relative's or family's or cause fears.
 - 6.9 Escorting or holding any person by force or against his/her will, in a way to inspire fear for his/her safety or the safety of his/her family.
 - 6.10 Using an immoral language displaying threats.
 - 6.11 Financial threats such as dismissing from employment, taking away his/her land or house or other financial benefits.
- 7. Allow any person with armaments or armaments hidden in his/her body entering or standing close to the Registration, Polling and Ballot Counting Stations except for competent members of the Cambodian Royal Armed Forces or National Police who have been officially requested by the Chief of the Commune/Sangkat Council, Chief of the Polling Station Commission or Chief of the Ballot Counting Station to resolve any possible disturbances.
 - 8. Allow any security agent who has been assigned to protect the security and safety during the registration of voters, polling and ballot counting entering the Registration, Polling and Ballot Counting Stations except when it is so requested by the Chief of the Commune/Sangkat Council during the registration of voters or Chief of the Polling Station Commission or Chief of the Ballot Counting Station or the Election Commission of any level.

V. Penalties

Members of the Cambodian Royal Armed Forces and National Police shall make sure that they understand and remember some articles of the 2003 election of members of the National Assembly.

Article 122 (new)

Regardless of any possible criminal penalty, a Commune/Sangkat Clerk or official or a member of a Commune/Sangkat Council who commits any of the following violations shall be

punished up to being dismissed from his/her job in accordance with the Law on the Commune/Sangkat Administration and the Law on the Co-Statute on Civil Servants of the Kingdom of Cambodia:

- Issue the registration receipt to any applicant but willingly refuse to write down his/her name on the voter list and register.
- Willingly register any person who is under age to vote or does not meet sufficient requirements to be able to vote.
- Register and issue a receipt willingly to an applicant whose rights to vote have been deprived of.
- Prevent a citizen aged 18 or over from registering.

Article 123 (new)

The application for standing as a candidate of any person who violates Article 33 (new) and Article 34 (new) of this Law shall be rejected.

Article 124 (new)

Regardless of any possible criminal penalty, any person or political party that commits any of the following acts shall have his/her name deleted from the list of voters, his/her candidacy removed or the candidacy of the political party running for the election canceled by the NEC and/or shall be fined from 5,000,000 to 25,000,000 Riels:

- Use forces or violence or intimidation to prevent any eligible voter from registering for the election or deterring him/her from being registered in the list of voters and voter register.
- Incite his/her supporters or voters to commit offenses, threats or violence against another candidate or political party.
- Oppress, threat or force someone to make a vow voting for his/her political party or any political party that s/he is in favor of.
- Use force or violence to prevent eligible voters from going to vote or standing as candidates.
- Prevent a candidate and supporters of a political party from conducting campaign activities as scheduled.
- Use force, violence or intimidation and insulting words so as to create fear, confusion undermining the credibility of the secrecy of voting.
- Create disruption to the polling process.
- Create disruption to the ballot counting process.
- Create disorder during polling.
- Offer materials or monetary incentives to buy votes.

Article 125 (new)

Regardless of any possible criminal penalty, any member of the NEC, PEC, CEC and the PSC who falsifies electoral documents, ballots or uses any tricks to falsify the election results shall be fined from 10,000,000 to 25,000,000 Riels, and/or have his/her name deleted from the list of voters for a period of 5 years.

Article 126 (new)

Any agent, member or staff of the NEC or of any Election Commission who violates the 2nd paragraph of Article 12 of the LEMNA shall be fined from 10,000,000 to 50,000,000 Riels and shall be dismissed from the electoral work forever.

Article 127 (new)

Any person who violates Article 55 (new) or Article 100 of the LEMNA shall face a warning. In case he fails to comply with the warning, s/he shall be apprehended and have his weapon confiscated for 48 hours by the competent agent and shall be fined from 10,000,000 to 50,000,000 Riels.

If the violator is a civil servant or member of the Cambodian Royal Armed Forces or National Police, the NEC shall:

- Request the chairperson of the violator's institution to impose disciplinary sanctions ranging from suspension without pay to dismissal depending on the seriousness of the violation.
- Delete his/her name from the list of voters.

If the violator is an agent or member or staff of the NEC, PEC or CEC, s/he shall be dismissed from the job immediately, and will be bared from further employment with the NEC or all levels of the Election Commissions for 10 years starting from the current election onward in addition to the disciplinary sanctions provided in the 1st paragraph of this article.

Article 128 (new)

The NEC shall delete the name of any civil servant or responsible person who violates Article 29 (new) of this Law from the list of voters for 5 years, and shall request the chairperson of his/her institution to impose administrative sanctions on him/her ranging from suspension without pay to work dismissal.

Article 129 (new)

Any person who order, induce or deceive someone to vote for a particular party through indicating or other means during polling shall be fined from 5,000,000 to 10,000,000 Riels, and/or his/her name will be deleted from the voter list for 5 years.

If the offender is an agent or staff of the NEC or any level of the Election Commission, the NEC shall dismiss and bar him/her from further employment with the Election Commissions at all levels for 10 years starting from the current election onward.

If the offender is a candidate running for the election, his/her candidacy shall be cancelled in addition to the penalties provided in the 1st paragraph of this article.

Article 130 (new)

Regardless of any possible criminal penalty, any person who willingly causes the ballot box holding ballots inside to be open, torn, detached or the seals of the ballot box to be broken or other security materials of the ballot box to be removed, lost, stolen or replaced or destroyed shall be fined from 10,000,000 to 25,000,000 Riels and/or his/her name will be deleted from the voter list for a period of 5 years.

If the offender is an agent, staff or member of the NEC or any level of the Election Commissions, the NEC shall dismiss and bar him/her from further employment with the NEC or the Election Commission at all levels for a period of 10 years starting from the current election.

If the offender is a candidate running for election, his/her candidacy shall be cancelled in addition to the penalties provided in the 1st paragraph of this article.

Article 131

Regardless of any possible criminal penalty, any person or political party who violates Articles 73 or 76 of this Law shall be fined from 5,000,000 to 10,000,000 Riels, and/or his/her Voter Card shall be confiscated for 5 years, or his/her name shall be deleted from the voter list.

Article 132 (new)

Any person who violates Article 77 or the 2nd paragraph of Article 78 of the LMNA shall face a warning.

In case that s/he fails to comply with the warning, his/her name shall be deleted from the voter list for 5 years and a request shall be made to the chairperson of his/her institution to impose administrative sanctions ranging from work suspension without pay to dismissal and/or shall be fined from 1,000,000 to 2,000,000 Riels.

Article 133

A warning shall be made to any person who violates Article 72 of this Law.

In case of failure to comply with the warning, the concerned person's Voter Card will be confiscated for 5 years, his/her candidacy or the candidacy of the political party running for the election will be canceled, and/or s/he will be fined from 5,000,000 to 10,000,000 Riels.

VI. Organization of Mechanism and Organizational Charts

Authorities of the Royal Government of Cambodia at all levels shall cooperate with the NEC and Election Commissions to protect the security, stability and safety of the National Assembly Election on 27 July 2003.

1. Security Structure of the NEC and of the Government:

A. Security Structure of the NEC:

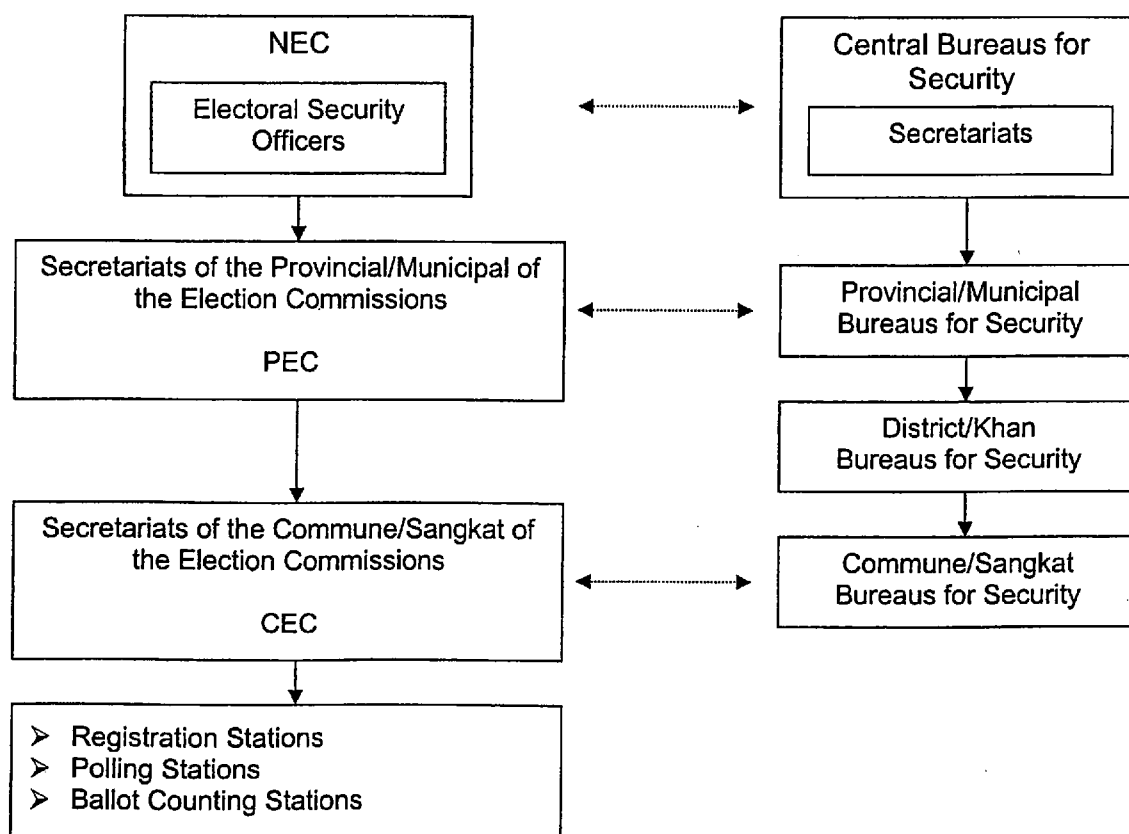
- Voter Registration Phase:
 - National Election Committee "NEC"
 - Provincial/Municipal Election Secretariats
 - Commune/Sangkat Councils
- Electoral Campaign and Voting Phase:
 - National Election Committee "NEC"
 - Provincial/Municipal Election Commissions "PECs"
 - Commune/Sangkat Election Commissions "CECs" including the Polling Station Commissions and Ballot Counting Stations.

B. Security Structure of the Royal Government

- Central Bureau for Security
- Provincial/Municipal Bureaus for Security
- District/Khan Bureaus for Security
- Commune/Sangkat Bureaus for Security

The NEC shall precisely cooperate with the Security Structures of the Royal Government according to their hierarchy.

2. Security Work and Cooperation Between the NEC and the Royal Government of Cambodia



Part II

I. Targets and Goals to Be Protected:

The NEC and all Election Commissions under its jurisdiction shall cooperate with the authorities of the Royal Government at all levels in order to protect the security, stability and safety of the National Assembly Election.

Targets and goals to be protected include:

A. Targets to Be Protected:

- Candidates running for the 3rd National Assembly Election
- Propagandists and speakers of all political parties
- National and international observers and political party representatives
- Election officers and eligible voters of either sex

B. Goals to Be Protected:

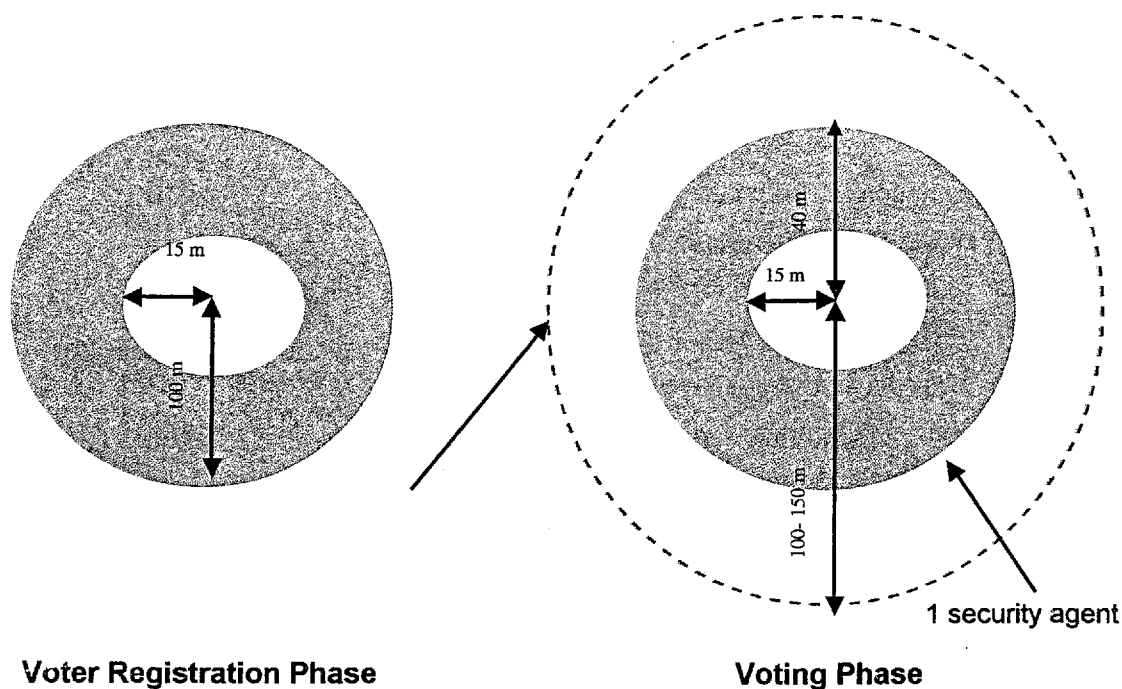
- Residences of the candidates, propagandists, national and international observers and political party representatives
- Headquarters of all political parties
- Registration, Polling and Ballot Counting Stations
- Transportation of the electoral materials and NEC's ballots to all Polling Stations before the Election Day and to Ballot Counting Stations after voting
- Depositories of ballot counting records and ballot counting
- Transportation of ballot counting records, election materials and consolidated records of the provisional election results to the headquarters of PECs
- PECs' stations used for checking the provisional election results

Note: Protection of the targets and goals shall be prepared as a joint prioritized and indirect plan of protection because we do not have the possibility to use resources to directly protect each target and goal.

II. Security Protection System of Registration, Polling and Ballot Counting Stations.

References:

- Article 100 of the LEMNA
- Clause 5.5 of Chapter 5 of the Regulations and Procedures of the NEC
- Plan No. 01 P.K dated on 13.01.2003 of the Central Bureau for Security regarding the protection of security and safety in the process of the 3rd National Assembly Election



Note:

- Yellow, which has the radius of 15 meters, is the location of the Registration and Polling Station (the inner perimeter).
- Blue, which has the radius of 100 meters, is the location of the Registration and Polling Station (the outer perimeter).
- 2 security agents in uniform must be stationed at the Commune/Sangkat Office and be prepared to move along with the Registration Officers as they visit some specific locations to conduct mobile registration.
- 3 security agents in uniform must carry out mobile patrol to protect the places where the voter lists of 2002 election are posted.
- 1 security agent in uniform and the NEC's security ID card must protect the inner perimeter of the Polling Station (the 40-meter radius), and s/he has no right to use weapons.
- 2 security agents in uniform and the NEC's security ID card must protect the outer perimeter of the Polling Station (the 100-meter distance), and they have the right to use a rifle with a magazine of 30 bullets.

- ❖ Security agents shall be mobilized to guard the Ballot Counting Station after having escorted the delivery of the ballot boxes and election materials from the Polling Stations to the Ballot Counting Station.

III. Scale of Registration, Polling and Ballot Counting Stations' Location and the Duties of Security Agents

- 1) Every Registration, Polling and Ballot Counting Station shall have an inner perimeter as circumference with a radius of at least 15 meters (Regulations and Procedures of the NEC).
- 2) Every Registration, Polling and Ballot Counting Station shall have an outer perimeter. The outer perimeter is the area surrounding the stations with the radius of 100 meters or is made up of a different form or with a shorter radius according to the actual geographical situation of each station's outer perimeter.
- 3) 3 security agents in uniform and the NEC's security ID card must be assigned to each Polling Station on 27 July 2003 to fulfill the following tasks:
 - Examine the Polling Station and protect it well so as to ensure the safety for voters.
 - Be acquainted with the Polling Station officers.
- 4) On Sunday 27 July 2003, which is the Election Day, 3 security agents in uniform and the NEC's security ID card shall protect the security perimeters of the Polling Station from the dawn until the voting is finished, and protect the transportation process of the ballot box and other documents to the Ballot Counting Station, and protect the Ballot Counting Station until the ballot counting process is over.
- 5) In case the ballot box, election documents and other materials cannot be transported to the Ballot Counting Station on the Election Day, the security agents must guard and protect the places where the ballot box, documents and materials are kept.

IV. Things to Keep in Mind

Members of the Cambodia Royal Armed Forces and National Police shall remember 4 guidelines and 4 mechanisms as follows:

4 Guidelines:

- 1) Maintaining a good environment and neutrality to enable the election to be conducted free from threats and violence.
- 2) All members of the armed forces shall implement their operations based on the legal basis.
- 3) Strengthening the security by launching the campaign to reduce the insecurity and crimes.

- 4) All members of the armed forces shall be neutral in the implementation of their operations and roles as the national forces.

4 Mechanisms:

- 1) Mobilize forces to protect the process of voter registration.
- 2) Mobilize forces to protect the process of electoral campaign.
 - Protect propaganda meetings at the request of the NEC.
 - Protect the environment from being disturbed by the outsiders.
- 3) Provide protection during voting, transporting and maintaining the ballot box and during the time of ballot counting by cooperating with the NEC and the Election Commissions at all levels.
- 4) Continue maintaining the safety, security and order until the government of the new mandate is appointed.

Note:

- 3 security agents in uniform and the NEC's security ID card shall be based at the compound of the Polling Station and Ballot Counting Station from 26 July 2003 until the completion of their duties.
 - On 27 July 2003, the PSC Chief shall announce opening for voting at 7:00 and announce closing voting at 15:00 on the same day.
 - Security agents shall examine the security situation of the Polling Station and Ballot Counting Station and take strict measures on the security protection.
 - Security agents shall protect the security, safety and order during voting.
 - Security agents shall participate in protecting the transportation process of ballot boxes and other documents to the Ballot Counting Stations.
 - Security agents shall be mobilized to protect Ballot Counting Stations at night on 27 July 2003.
 - Security agents shall protect the security, safety and order during the ballot counting process.
 - Security agents shall protect the security, safety and order during the transportation of ballot counting records and election materials from the Ballot Counting Station to the headquarter of the PEC.
- ❖ If requested by the Chief of the Commune/Sangkat Council or PSC or Ballot Counting Station to help protect the security, safety and order within any Polling/Ballot Counting Station, the security agents armed with appropriate weapons can enter the concerned Polling/Ballot Counting Station.

Annex I

Referring to the LEMNA and the Law on Amendment to the LEMNA

“27 July 2003”

Article 16 New (Point 5)

The National Election Committee has the rights, power and duties “to propose and enforce measures to maintain security and public order at the election time”.

Article 29 New

Authorities at all levels responsible for security, public order and other assignments shall collaborate with the NEC and Electoral Commissions at all levels in order to maintain safety, security and public order during the election time, electoral campaign, polling and ballot counting.

Article 55 New

During the revision of voter list and voter registration, entry into the Commune/Sangkat Office or places determined for the revision of voter lists and voter registration with weapons, explosive substances, ammunitions and other dangerous objects shall be prohibited except when there is any disturbance caused by someone wherein the Commune/Sangkat Chief may request for the intervention from the competent authority.

The National Election Committee shall ensure that the process of the revision of voter list and voter registration is conducted safely without fear or intimidation.

Article 100

Entering the security range of the Polling Station with a weapon or any type of explosive and, except by special permission of the Chairperson of the National Election Committee, entering in military uniform shall be prohibited.

The area of the Polling Station shall be 2000 square meters and the security range shall be set at a distance of 200 meters from the Polling Station unless otherwise decided by the National Election Committee.

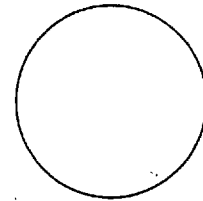
Annex II

Calendar of the 2003 Election of Members of the National Assembly

Tasks to Be Implemented	Date
Delegating powers to Commune/Sangkat Councils	21 December 2002
Posting of the Polling Station-Location Lists	06 January 2003
Posting of the Last Voter Lists	15 January 2003
Beginning of the Voter List Revision and Registration of Voters	17 January 2003
Ending of the Voter List Revision and Registration of Voters	15 February 2003
Posting of the Preliminary Lists of Voters (in its order, in case there is no complaints or all have been resolved)	19 February 2003 to 19 March 2003
Announcement of the Official Voter Lists	27 April 2003
Beginning of the registration of political parties running for the National Assembly Election	28 April 2003
Ending of the registration of political parties running for the National Assembly Election	17 May 2003
Posting of the list of the political parties & candidates running for the election at each province/city	18 June 2003
Posting of the modified Polling Station-Location Lists	26 June 2003
Beginning of the Electoral Campaign	26 June 2003
Ending of the Electoral Campaign	25 July 2003
Election Day	27 July 2003
Ballot counting & result posting at the CEC	28 July 2003
Appealing to the PEC against the result posted at the CEC	29 – 30 July 2003
Handling complaints at the PEC	31 July to 02 August 2003
Appealing to the NEC against the PEC's decision	03 – 04 August 2003
Handling complaints at the NEC	05 – 07 August 2003
Announcing of the Provisional Result at the NEC	08 August 2003
Appealing to the NEC against the Provisional Result and handling of complaints	09 – 13 August 2003
Announcing of the Official Result if there are no complaints at the NEC and Constitutional Council	12 August 2003
Appealing to the Constitutional Council against the Provisional Result and handling of complaints	14 – 26 Aug or until 05 Sept 2003
Re-polling	Within 8 days after rejecting the result
Announcing of the Official Result after having handled all complaints at the NEC and Constitutional Council	14 August to 06 September 2003
Seat allocation & announcing of the elected-candidate list	15 August to 07 September 2003



National Election Committee



Confidential Stamp's Sample

Polling Record for Polling Stations

1- Identification of Polling Station

Location Name & Code of Polling Station				
Name & Code of Commune/Sangkat				
Name & Code of Province/City				

2- Composition of Polling Station Commission (Fill in the name)

Chief		Assistant	
Deputy Chief		Member in Charge of Order	
Secretary		Total Composition of the PSC	5 members

3- Composition of Party Representatives & Observers Present at the Election Opening

1	6	11
2	7	12
3	8	13
4	9	14
5	10	15

4- Materials Used in the Election Operation

Materials for the polling station are completely received ☐ or partly received ☐ or have not received ☐.
The Materials have not been received including:

5- No. of Voters Whose Name Exists in the Voter List of the Polling Station

Total no. of voters whose name exists in the voter list of this polling station is:	persons
---	---------

6- Voting

Between the time from toin the morning of the polling day, in front of those who are present in the polling station, the Chief prepared, checked and displayed the ballot box as instructed, then closed the inner cover of the box and seal it with a seal No. The Deputy Chief checked and counted the ballots actually received, and the number and serial of the ballots for the polling station is recorded as follows:

A). Ballots actually received:	papers	Serial Number from	to
--------------------------------	--------	--------------------	----

After that the Chief opened the envelope taking out the confidential stamp and tried it on a normal sheet of paper so as the mark of the stamp can be seen clearly, and stamped it on the upper right corner of this record for remarks. The Chief declared opening the election at.....AM. The election operation functioned smoothly ☐ or with a few problems ☐ or with serious irregularities ☐. At 3:00 PM, all voters whose name exists in the voter list of the station have completely cast their vote ☐ or there were voters still waiting in the queue.

NEC Form 1101/03 to be filled by the PSC

7- Closing of Voting, Verifying & Filling Out the Figures Relating to the Voting

At PM, the Chief declared closing the voting. The Assistant twist the bolts closing both of the covers of the slots used for ballot insertion. After that, the Chief closed the outer cover of the ballot box and used two seals to seal the cover at the two rings used for sealing the ballot box.

Identification of the two seals	Color:	No.:	and No.:
---------------------------------	--------	------	----------

After counting the spoilt ballots (B) and unused ballots (C), the Deputy Chief found that:

B) Number of Spoilt Ballots	papers
C) Number of Unused Ballots	papers

After counting the marks in the small boxes on the voter list made for polled voters, the Secretary found that:

D) Number of voters who have cast their vote	persons
--	---------

- The figures filled in Point A, B, C and D above shall be based on the existing number and/or the number actually found, usually $D = A - (B + C)$.

8- Objection & Disagreement on the Settlement of Objections

Objections Relating to Election Operation & Appeals Relating to Settlement of Objections	cases
Resolved Objections	cases
Appeals/Objections that may be lodged to the CEC	cases

Notes relating to any irregularity occurred during the voting (if any):

9- The Seal Used for Sealing Package 'B' and the Large Waterproof Plastic Bag

- The seal that will be used to seal package 'B' has its number:
- The seal used for sealing the large plastic bag holding the ballot box and package 'B' is no.:

10- For the Polling Station Commission

Date:/...../.....

Chief: Stamp Secretary:

11- Witnesses: Political Party Representatives

SN	First & Last Name	Political Party	Signature	SN	First & Last Name	Political Party	Signature
1				12			
2				13			
3				14			
4				15			
5				16			
6				17			
7				18			
8				19			
9				20			
10				21			
11				22			



National Election Committee

Summary Polling Record for Polling Stations

1- Identification of Polling Station

Location Name & Code of Polling Station					
Name & Code of Commune/Sangkat					
Name & Code of Province/City					

2- No. of Voters Whose Name Exists in the Voter List of the Polling Station

Total no. of voters whose name exists in the voter list of this polling station is:		persons
---	--	---------

3- Voting

Between the time from to in the morning of the polling day, in front of those who are present in the polling station, the Chief prepared, checked and displayed the ballot box as instructed, then closed the inner cover of the box and seal it with a seal No. The Deputy Chief checked and counted the ballots actually received, and the number and serial of the ballots for the polling station is recorded as follows:

A). Ballots actually received:		papers	Serial Number from		to	
--------------------------------	--	--------	--------------------	--	----	--

4- Closing of Voting, Verifying & Filling Out the Figures Relating to the Voting

At PM, the Chief declared closing the voting. The Assistant twist the bolts closing both of the covers of the slots used for ballot insertion. After that, the Chief closed the outer cover of the ballot box and used two seals to seal the cover at the two rings used for sealing the ballot box.

Identification of the two seals	Color:	No.:	and No.:
---------------------------------	--------	------	----------

After counting the spoilt ballots (B) and unused ballots (C), the Deputy Chief found that:

B) Number of Spoilt Ballots		papers
C) Number of Unused Ballots		papers

After counting the marks in the small boxes on the voter list made for polled voters, the Secretary found that:

D) Number of voters who have cast their vote		persons
--	--	---------

● The figures filled in Point A, B, C and D above shall be based on the existing number and/or the number actually found, usually $D = A - (B + C)$.

5- For the Polling Station Commission

Date:/ July / 2003

Seal/Stamp

Signature of Chief:



National Election Committee

Ballot Verification Record

1- Identification of Polling Station

Location Name & Code of Polling Station					
Name & Code of Commune/Sangkat					
Name & Code of Province/City					

2- Verifying the Ballots of the Polling Station at the Counting Station of the CEC

The PSC Chief and Deputy Chief started verifying the ballots at on the day after the polling day at the counting station of the CEC located at In checking and verifying all of the seals, the PSC Chief and Deputy Chief noticed that:

- The seal no. sealing the plastic bag holding ballot box & package 'B' is in the same state ☐ or different ☐.
- The seal no. sealing package 'B' is in the same state ☐ or different ☐.
- The seals no..... and sealing the outer cover of the ballot box are in the same state ☐ or different ☐.
- The seal no..... sealing the inner cover of the ballot box is in the same state ☐ or different ☐.

Based on checking the figures in the Polling Record and through the actual verification of ballots poured out of the ballot box, the following result is displayed:

A) Number of ballots actually received	
B) Number of spoilt ballots	
C) Number of unused ballots	
D) Number of polled voters	
E) Number of ballots inside the ballot box	

● Usually $E = D = A - (B + C)$

Based on the result of the ballot verification above, it shows that there is ☐ there is no ☐ any discrepancy between the number of ballots inside the ballot box, which were counted, and the number of voters already polled.

Note in case there is any discrepancy:

.....

Note in case there is any non-ballot item:

.....

3- Objections & Disagreements on the Settlement of Objections

Objections relating to the ballot verification & appeals against the settlement of objections			cases
Resolved Objections	cases	Appeals/objections that may be lodged to the CEC	cases

Note relating to any irregularity occurred during the ballot verification:

[illegible]

4- PSC Chief and Deputy Chief Responsible for the Ballot Verification

Date:/...../.....

PSC Chief:

Stamp

PSC Deputy Chief:

5- Witnesses: Political Party Representatives

SN	First & Last Name	Political Party	Signature	SN	First & Last Name	Political Party	Signature
1				12			
2				13			
3				14			
4				15			
5				16			
6				17			
7				18			
8				19			
9				20			
10				21			
11				22			

NEC Form 1102/03 to be filled by the PSC



National Election Committee

Ballot Counting Record

1- Identification of the Ballot Counting Team of the CEC

Location Name of the Counting Station		Team No.:
Name & Code of Commune/Sangkat		
Name & Code of Province/City		

2- Verification of the Total Ballots of the Polling Stations that Are Mixed Together

There are polling stations in the Commune/Sangkat that are mixed together for the counting. The code of the polling stations are:

--	--	--	--

--	--	--	--

--	--	--	--

Based on checking and calculating the relevant figures in the polling and ballot verification record of the polling stations as mentioned above, the following result is displayed:

A) Number of ballots actually received	
B) Number of spoilt ballots	
C) Number of unused ballots	
D) Number of polled voters	
E) Number of ballots inside the ballot boxes	

● Usually $E = D = A - (B + C)$

Based on the result of the ballot verification above, it shows that there is ☐ there is no ☐ any discrepancy between the number of ballots inside the ballot boxes, which were counted, and the number of voters already polled.

Note in case there is any discrepancy:

Note in case there is any non-ballot item:

3- Objections & Disagreements on the Settlement of Objections

Objections relating to the ballot counting & appeals against the settlement of objections		cases
Resolved Objections	cases	Appeals/objections that may be lodged to the PEC
		cases

Note relating to any irregularity occurred during the ballot counting:

NEC Form 1104/03 to be filled by the Ballot Counting Team

4- Vote Recording Table (Form 1108)

There are sheets per set of Vote Recording Table attached to this Ballot Counting Record.

5- Vote Result for Each Political Party in Each Ballot Counting Team

SN	Political Parties (according to their SN appeared on the ballot paper)	Votes	SN	Political Parties (according to their SN appeared on the ballot paper)	Votes
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			Valid Ballots in Total		
				Invalid Ballots in Total	
				All Ballots in Total	

6- For the Ballot Counting Team

Date: / /

Chief:

Secretary:

7- Witnesses: Political Party Representatives

SN	First & Last Name	Political Party	Signature	SN	First & Last Name	Political Party	Signature
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			



National Election Committee

Form on Sending, Delivery and Receipt of the Election Materials

1- The Unit Responsible for Sending (Name & Code)

NEC		PEC		CEC		PSC	
Dept.							

2- The Unit Responsible for Receiving (Name & Code)

NEC		PEC		CEC		PSC	
Dept.							

3- Quantity & Type of the Electoral Materials to Be Sent

Electoral Material Kit		Ballot Box		Voter List		Ballot Papers		Confidential Stamp		Forms		Packages or Bags	
---------------------------	--	---------------	--	---------------	--	------------------	--	-----------------------	--	-------	--	---------------------	--

4- Item List & Quantity of All Electoral Materials to be Sent and Delivery-Receipt

SN	Item List	Unit	No.	SN	Item List	Unit	No.
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			
Total of the Sent and Delivered Items			items	Total of the Received Items			items

* Packages or Bags were sealed by the seals no.

5- Name & Signature of the Electoral Officials in Charge of Sending & Receiving the Election Materials

Date:/...../.....

Sending Officer		Position		Signature	
Receiving Officer		Position		Signature	

NEC Form 1107/03 to be filled by the NEC, PEC, CEC and PSC



National Election Committee

Vote Recording Table

Name & Code of Province/City			Name & Code of Commune/Sangkat			Location of the Counting Station	Group:
------------------------------	--	--	--------------------------------	--	--	----------------------------------	--------------

There are polling stations, which their ballots were mixed together.

Station Code:

Total Valid Ballots:

Total Invalid Ballots:

Total Ballots in the Ballot Boxes:

Total Spoilt Ballots:

Total Unused Ballots:

Total Ballots Actually Received:

Ballot Counting Team

Date://

Secretary:

Chief:

Witnesses: Political Party Representatives

SN	Last & First Name	Political Party	Signature or Thumbprint
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			



National Election Committee

Vote Recording Table

Name & Code of Province/City			Name & Code of Commune/Sangkat			Location of the Counting Station			Group:		
Political Party in Serial Number			Political Party in Serial Number			Political Party in Serial Number					
25	725	1425	25	725	1425	25	725	1425			
50	750	1450	50	750	1450	50	750	1450			
75	775	1475	75	775	1475	75	775	1475			
100	800	1500	100	800	1500	100	800	1500			
125	825	1525	125	825	1525	125	825	1525			
150	850	1550	150	850	1550	150	850	1550			
175	875	1575	175	875	1575	175	875	1575			
200	900	1600	200	900	1600	200	900	1600			
225	925	1625	225	925	1625	225	925	1625			
250	950	1650	250	950	1650	250	950	1650			
275	975	1675	275	975	1675	275	975	1675			
300	1000	1700	300	1000	1700	300	1000	1700			
325	1025	1725	325	1025	1725	325	1025	1725			
350	1050	1750	350	1050	1750	350	1050	1750			
375	1075	1775	375	1075	1775	375	1075	1775			
400	1100	1800	400	1100	1800	400	1100	1800			
425	1125	1825	425	1125	1825	425	1125	1825			
450	1150	1850	450	1150	1850	450	1150	1850			
475	1175	1875	475	1175	1875	475	1175	1875			
500	1200	1900	500	1200	1900	500	1200	1900			
525	1225	1925	525	1225	1925	525	1225	1925			
550	1250	1950	550	1250	1950	550	1250	1950			
575	1275	1975	575	1275	1975	575	1275	1975			
600	1300	2000	600	1300	2000	600	1300	2000			
625	1325	2025	625	1325	2025	625	1325	2025			
650	1350	2050	650	1350	2050	650	1350	2050			
675	1375	2075	675	1375	2075	675	1375	2075			
700	1400	2100	700	1400	2100	700	1400	2100			
Total Votes for the Political Party in SN :			Total Votes for the Political Party in SN :			Total Votes for the Political Party in SN :					



National Election Committee

Electoral Material Checklist Used Before the Election Day

1- Identification of the Polling Station

Location Name & Code of Polling Station				
Name & Code of Commune/Sangkat				
Name & Code of Province/City				

2- Checking the Electoral Materials for the Polling Station

SN	Item List	Unit	No.	SN	Item List	Unit	No.
1				25			
2				26			
3				27			
4				28			
5				29			
6				30			
7				31			
8				32			
9				33			
10				34			
11				35			
12				36			
13				37			
14				38			
15				39			
16				40			
17				41			
18				42			
19				43			
20				44			
21				45			
22				46			
23				47			
24				48			
Election Materials Received in Total		items		Election Materials Not Received in Total		items	

The election materials not receiving include:

3- For the Polling Station Commission

Date:/...../.....

Chief:

Stamp

Secretary:

Deputy Chief Assistant Member in Charge of Order

NEC Form 1112/03 to be filled by the PSC



National Election Committee

Attendance List Used During Ballot Verification or/and Counting

1- Identification of the Ballot Counting Station

Location Name of the Counting Station		Team No.:
Name & Code of Commune/Sangkat		
Name & Code of Province/City		

1- Party Representatives & Observers Present in the Ballot Verification or/and Counting

SN	First & Last Name	Political Party/ Organization	Signature	SN	First & Last Name	Political Party/ Organization	Signature
1				19			
2				20			
3				21			
4				22			
5				23			
6				24			
7				25			
8				26			
9				27			
10				28			
11				29			
12				30			
13				31			
14				32			
15				33			
16				34			
17				35			
18				36			
Total number of those who are present during the ballot verification or/and counting: persons							

6- For the Ballot Counting Team

Date://

Chief:

Secretary:

Note: The counting team shall send this Attendance List separately to the CEC who will forward it to the PEC in order to consolidate and report to the NEC.

NEC Form 1115/03 to be filled by the Ballot Counting Team



The National Election Committee

Appeal or Objection Form

1- Identification of the Election Authority and Identity of the Appellant

Name and Code of the Province/City		Name and Code of the Commune/Sangkat	
Polling Station Code		Date of the Application	/ /
Appellant's Name		ID Card No.	
House #.	Street/Village	Commune/Sangkat	District/Khan Province/City
Voter		Political Party Representative	Political Party Others

2- Type and Code of the Appeal or Objection

Provincial Code	Commune Code	Polling Station Code	Complaint Code
Appeal			Objection

3- Subject of ☐ the Appeal or ☐ the Objection:.....

.....

4- Reasons of the Appeal or the Description of the Allegation of the Objection (Please, use the back of this form for extra space)

a/

b/

c/

5- Signature or Thumbprint of the Plaintiff

Based on my knowledge, I would like to underline that I have sufficient reasons to file this appeal or objection and I have decided to exercise my rights to file an appeal or objection to the Commune/Sangkat Council or to the respective election authorities or the Constitutional Council.

..... Date/...../.....

Signature or Right-Hand Thumbprint

6- Receipt of the Complaint and Notification of Its Hearing

This complaint was received at ☐ AM/ ☐ PM on Day.... Month.... Year..... by ☐ the Commune/Sangkat Council ☐ the CEC ☐ the PEC ☐ the NEC ☐ the Constitutional Council ☐ during or ☐ after the period legally allowed as set out in the LEMNA.

☐ The complaint is rejected because it submitted after the period legally allowed as mentioned in the Electoral Law and Regulations and Procedures of the NEC.

☐ The complaint is received within the period legally allowed. The meeting or the hearing to decide on the above appeal or objection is held on a date and at a place determined below:

Date of the hearing :	/ /	Time:
Venue :	Complaint Code:	

.....
Chief of the Commune Council/Election Authority

Stamp
Secretary or Electoral Officer or Authorized Officer

Form 1202, filled by appellants or objectors, lodged to the Commune Council, CEC, PEC, NEC or Constitutional Council

National Election Committee



Financial and Technical Support in the production of this manual were provided jointly by the European Union and the UNDP

**The 2003 Cambodian
National Assembly Elections**

**Observation Manual for
Polling and Counting**



**Prepared by the
Election Observation Support Project**

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Published in the Kingdom of Cambodia, July 2003

This publication was made possible through support provided by the U.S Agency for International Development through the Asia Foundation. The opinions expressed herein are those of the author and do not necessarily reflect the views of the U.S Agency for International Development or the Asia Foundation

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1 Introduction

Thank you for coming to work as an international election observer. International observers help deter election malpractice, and act as witnesses to the process for their organization or government. Your participation in this effort is an important contribution to ensuring democracy in Cambodia.

This manual and the associated forms are designed to provide you with all of the information you will need to effectively observe and report on the voting process at the polling station, and the counting process at the commune counting center. To be an effective observer, it is important that you understand how isolated events can affect the entire process, so please read the entire manual carefully prior to the commencement of polling on election day

1.1 Official Code of Conduct for Election Observers

The NEC has published a code of conduct that outlines the rights and duties of non-partisan election observers. This is an important guideline, and every observer should read and follow the code of conduct reproduced below.

NEC CODE OF CONDUCT FOR OBSERVERS

Role of observers: Local NGOs may send the representatives to participate as election observers. The Royal Government of Cambodia shall invite countries and international organizations to send their representatives to observe the election in the Kingdom of Cambodia. After being accredited by the National Election Committee, observers have the right to perform their activities independent of the Royal Government of Cambodia and the National Election Committee. In addition, they have the right to observe the election process independently as well as to receive full cooperation from the Cambodian Electoral Authorities.

Observers have the right to observe all activities related to the registration of voters, registration of political parties and their candidates, election campaigns, polling on polling day, ballot-counting, totaling and announcement of election results. However, the observers shall not interfere or attempt to insert their influence over the electoral procedures.

Rights and duties of observers: Upon being officially accredited and given the observer identification cards, observers shall be independent and have the rights and duties as follows:

1. The international observers can travel anywhere in the territory of the Kingdom of Cambodia without a need to request for a prior permission or give a prior notice except where there is a precise reason relating to their personal security. National observers can travel and observe within territory of the province/municipality of their request;
2. provide emergency assistance, in case of necessity, to the registration and/or polling stations if the election authority so requested and if authorized by their observation mission team;
3. accompany the election delegation at every time when ballot boxes and election materials are transported to the Commune/Sangkat Election Commission or the Provincial/Municipal Election Commission or to the National Election Committee;
4. observe every meeting of the CECs and PECs and National Election Committee, related to the complaints, appeals and other kinds of complaint;
5. not discuss with voters or candidates anything related to the support for and against any political party;
6. observe the election result tabulation of the CECs, PECs and the National Election Committee;
7. check and verify the final results with the preliminary results which have been recorded during the ballot counting on the ballot counting day;
8. make reports on alleged violations of the Law or Regulations and irregularities to their respective superiors and the competent Election Commissions at all levels;
9. respect the secrecy of polling;

10. enjoy the freedom to make reports on their findings, observations and conclusions through their superiors based on the established guidelines of their superiors or units. This freedom does not include the issuance of any independent statement made individually to the press in relation to the election process and results and does not also include what is made at their own will;
11. enjoy the freedom to meet or talk with political parties, candidates and election officials if the subject matter for such talk is not related to the support for or against any political party;
12. not interfere into the legal jurisdiction and internal affairs of the Kingdom of Cambodia;
13. respect the Laws and recognize the sovereignty of the Kingdom of Cambodia;
14. be conversant with the Electoral Law, Regulations and Procedures by recognizing all relevant situations and make their conclusions based on proper document as well as clear and explainable, substantiated evidence;
15. observe the whole process of the election which includes preparatory process, the revision of voter list and registration of voters, preparation and registration of political parties and their candidates, preparation and election campaign or all activities undertaken at polling and ballot counting stations before, during and after the election and other electoral activities. Observers have no right to interfere into any affairs of the Election Commissions at any level;
16. enter and get out of the registration, polling and ballot counting stations but shall not interfere into the election process. Additionally, the number of observers in each registration station or polling station or ballot counting station at any one time shall be limited to no more than four. In case, any station has more than four observers, those concerned observers shall be rotated as determined by the Chief of the stations;
17. be neutral and non-partisan and avoid any display of things such as uniform, color or other items, which is the symbol of support for or against any candidate or political party;
18. not take part in any debate on the complaint resolution process during the election process but may observe this process on the settlement of this complaint;

19. immediately produce proof of identity to the competent authorities when requested to do so and must wear the identification card approved and issued by a competent Electoral Authority;
20. not possess or carry weapons or explosive substance during the course of the performance of their duty during the election in Cambodia;
21. comply with the guidelines and procedures determined by the NEC and other instructions of the voter registration officials or the Election Commission at a lower level and not to obstruct the election procedures upon performing their work as observers at any registration or polling or ballot counting station;
22. have the right to ask and raise questions to the election officials but must not provide any advice to correct the mistakes they found and disrupt the election process. However, they may immediately report to the election authority present there on any serious problem and send a copy of this report to the National Election Committee;
23. be responsible for all costs and other expenses personally and/or through their organization incurred during their observation mission;
24. refrain from using photo camera within registration, polling and ballotcounting stations;
25. not touch registration equipment and/or election materials including ballot papers unless authorized by the election authorities;

Penalties: Regardless of the penalties as stipulated in the Electoral Law, the National Election Committee may cancel the accreditation of and delegate its power to the Election Commission at a lower level to expel from its headquarter or other election offices any observation organization or observer at its discretion, if the Commission has found that the individual organization or observer have:

- a. failed to comply with the directives and instruction of any competent election authority;
- b. publicly demonstrated bias in favor of any candidate or political party;

- c. disrupted or hindered the performance of the duty of an election official;
- d. violated this Code of Conduct.

After having executed the above power, the Election Commission at the lower level shall report this event based on its hierarchical order to the National Election Committee.

National observers: The National Election Committee shall examine the applications and decide to accredit all national observers;

1. The National Election Committee shall delegate its power to the official of the Provincial/Municipal Election Secretariat or Election Commission to issue ID Cards to all national observers accredited by the National Election Committee. The ID Cards will enable the national observers to carry out their right and duty at any registration, polling and ballot counting station in a province/municipality. The cards shall be in the form approved by the National Election Committee;
2. This ID card can also be used in any reelection that may be organized following the cancellation of the election results of any polling station.

International observers: Any international observer or organization who wishes to take part in the observation of the election in the Kingdom of Cambodia may contact the Cambodian Embassy based in their own country;

1. The National Election Committee will issue Identification Cards to the international observers. The cards will allow for the observation in any registration, polling or (ballot counting) station in the Kingdom of Cambodia.

Request: Following the completion of the election process, observers shall be requested to provide the report in writing on their findings and conclusion in the election process to the National Election Committee.

*Issued at Phnom Penh, 06 December 2002
For the National Election Committee
Chief Im Suosdey*

2 Before the Election

2.1 Accreditation

To be entitled to enter a polling station or counting center as an international observer, you must have an official accreditation card issued by the National Election Committee. To be accredited, your organization or embassy must submit a request to the NEC Department of Legal Services, attaching a list of the names of the prospective observers, photographs of each observer, and signed pledges to follow the laws and regulations from each observer. After processing, the NEC will then issue laminated photo accreditation cards for each observer. The process takes several days, so it is best to apply as early as possible. If you are outside the country, it is recommended that you liaise with a local organization or embassy that can process these applications for you in advance, rather than waiting until you arrive in-country.

2.2 Deployment Coordination and Training

To help ensure that international observation is as effective as possible at detecting and deterring election malpractice, it is important to avoid overlap and duplication in the deployment of observers. For the upcoming elections, deployment coordination will occur at both the national and provincial level, and will be accomplished primarily through cooperative deployment mapping and information sharing.

Consequently, as soon as you know your area of deployment, it is important to provide this information to your coordinator so that he or she can share that information with other observation missions. If you are flexible in your deployment area, either regionally or nationally, please let your coordinator know, as you can then be assigned to fill holes or gaps in coverage identified in the mapping process.

Prior to the election your organization will probably provide a briefing or training session on the polling and counting processes. During that briefing, you should receive your official observer accreditation card and determine your area of deployment, if you have not already done so.

You should also receive a briefing package that will contain local contacts, local options for accommodation and transport, maps with estimated travel times and road conditions for your province, and possibly the contact details and rates of locally based interpreters.

During the briefing session, the role of international observers will be discussed, with particular attention paid to the rights and duties of observers. The polling and counting processes will be described, and the report forms explained.

One to two days prior to the election a locally based long-term observer will host a coordination meeting for short-term observers in each province. During the meeting the LTO will provide additional briefing on the situation in the province, and help the STOs to plan observation routes that avoid duplication and overlap with other teams.

2.3 Security During the Election

Observation is exciting, but should never be dangerous. Maintaining your personal security should be your number one priority throughout your observation experience. If at any time, for any reason, you feel it is not safe to observe in a particular area, then do not go there. The only information required from such areas is that you felt it unsafe to observe. This information is important because it is a clear indication that the environment was not conducive to the conduct of free and fair elections. If there is a violent incident or threat of violence while you are observing the campaign, at a polling center, or at a counting center, remain calm, and leave the area as soon as possible. **DO NOT RETURN!**

2.4 Campaign Monitoring

The relative fairness of an election cannot be determined solely by considering what occurs on election day, as there are a number of other factors which can affect citizen's and political parties' ability to participate effectively in the democratic process. If possible, you should try to arrive in your province prior to the last day of the campaign period (July 25), so that you will have the opportunity to observe some

of the campaigning and evaluate to some extent the pre-election environment.

Making an in-depth, fair and accurate assessment of the pre-election environment in a particular province is both complex and time-consuming (it is the primary responsibility of the long term observers), and it is impossible to describe that process in much detail in this short manual. Nevertheless, short-term observers can gain an increased understanding of the overall electoral process by considering the following questions related to the pre-election environment:

- Are political parties free to organize and to recruit new members?
- Are parties free to assemble and conduct activities?
- Do ordinary citizens have freedom of association, speech, and movement?
- Do people have adequate access to information on the platforms and policies of the parties so that they can make an informed choice on election day?
- Do people have sufficient knowledge of the electoral processes (how and where to register, complain and vote) to participate effectively in the election process?
- Are election-related complaints appropriately resolved?
- Are the provincial and commune election administrative bodies organized to effectively fulfill their duties?
- Has the election administration received the materials and support needed to conduct the elections?
- Are the election committees perceived as neutral administrators of the electoral process?

Further information about the laws and regulations governing the campaign period can be found in the Election Law and Chapter VII of the NEC election regulations

(http://www.bolchnout.info/pt1_5_EnglishDocs.aspx).

3 Mobile Observation

3.1 Stationary vs. Mobile

On election day, most domestic observers will be *stationary observers*, meaning that they will stay in one polling station throughout the entire day, observing and reporting on the process from beginning to end. This is an important role, and the only way there can be any certainty about the process *inside* the station. But events can occur *outside* the station (either close to the station or far away) that the stationary observer cannot see, but which can directly affect the fairness of the process. Monitoring the environment outside the polling stations, and in the villages and towns between stations, is the responsibility of *mobile observers*. Most international observers will be mobile observers, and for that reason, this manual and report forms have been developed specifically for mobile observers.

3.2 Election Day Environment Concerns

Activities that occur outside the polling station or between stations can directly block access to the polling stations, or can contribute to an environment of insecurity and fear that convinces some voters that the effort to cast their ballot is simply not worth the risk involved. Denial of access to stations can be accomplished through physical force, for example, by setting up a roadblock between a village and a polling station, or through more general intimidation and threats. Voters can also be prevented from casting their ballots through confiscation of identification documents or inking of fingers to prevent voting.

Other environmental concerns that can affect the fairness of the process outside the polling stations include election day vote-buying and illegal campaigning.

Observer Note: Near the polling station look for groups of men, armed or not, who might be intimidating voters. Talk to people and try to determine if local officials (like village chiefs) are loitering near the station. Look for people recording names or passing money or

pre-marked ballots, or other objects to voters. It is also important to be alert when traveling between stations. Stop and talk to people and ask them about the election process, if there are any problems, and if they feel free to participate. Look for groups of men who might be preventing voters from leaving a particular area, confiscating cards, or campaigning illegally.

4 The Polling Station and Station Staff

4.1 Polling Center Location

Polling stations will be located in public buildings, such as pagodas, schools or public halls. In some instances, in more densely populated areas, two or more polling stations will be in one building (usually a school), but will be located in separate rooms and will each have their own unique number, staff, and materials. In most cases, a polling station will be in the same location as a voter registration station.

Each polling station will serve no more than 700 voters. If a village has more than 700 voters, either another station will be established, or the excess will have been registered at another station.

4.2 Polling Center Staff

The following officials should be present at each station:

- Chief of the Polling Station - manage the polling station, check accreditation and receive complaints, and discharge his/her duties in a neutral manner.
- Deputy - assists the Chief and in his absence, acts as interim Chief. Gives the ballot to the voter.
- Secretary – checks for ink on the voter’s finger, checks voters ID against the voter’s list, and fills in election form.
- Assistant – controls ballot box and applies ink to voter’s finger after voting.
- Security Officer – checks voter ID at door, controls queue, maintains order.

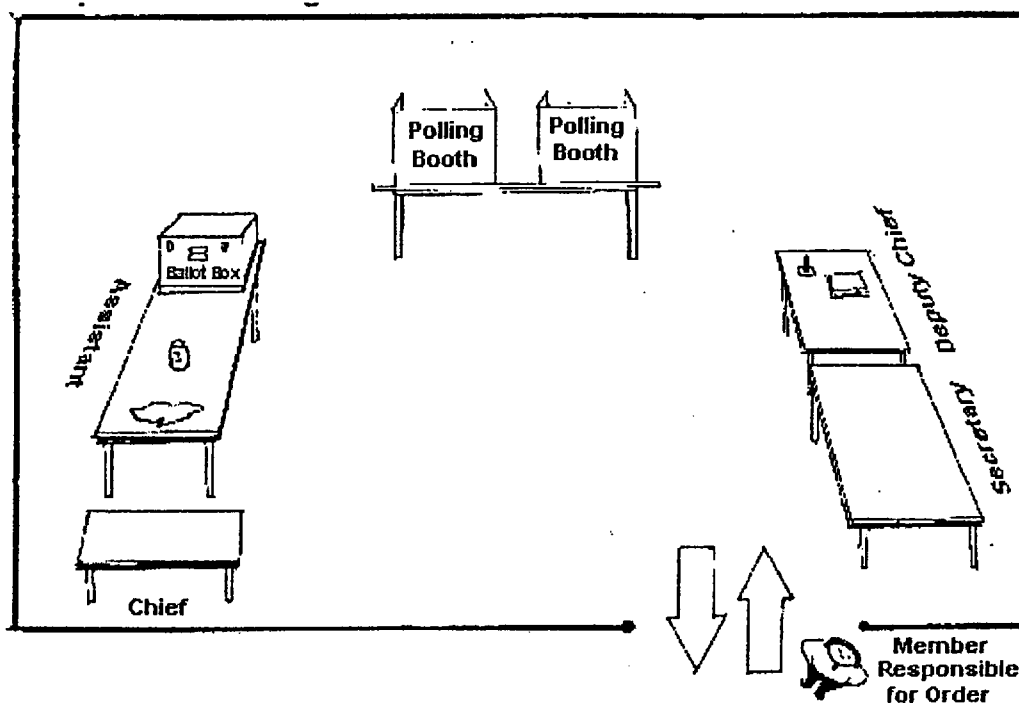
Members of the Polling Station Committees (PSCs) are appointed by the NEC at the request of the PEC, and are drawn from the general population or civil servants who have the right to vote, except soldiers and police, court officials, monks and priests, district and deputy district chiefs, members of commune councils, commune administrative officials, and village chiefs and officials.

4.3 The Polling Station

A normal polling station set-up will include:

- a desk for the Chief with complaint forms;
- desk for the Secretary and Deputy with the voter list and other forms, the package of ballots, and the ballot stamp;
- two polling booths with ballpoint pens tied to a string in each polling booth;
- a ballot box and associated security seals and locks;
- indelible ink to mark the fingers of voters after they have voted;
- chairs for party agents and observers, positioned such that they can monitor the process.

POLLING STATION SETUP



Security Perimeter – An inner and outer security perimeter will be established around each polling station. The inner perimeter will be approximately 15 meters from the polling station, and the outer perimeter will be at 100 meters, or at a reasonable distance decided by the Polling Station Chief, if it is not possible to establish a 100 meter perimeter. Different polling stations may be organized in slightly different ways.

Authorized Persons – The only people authorized to enter the polling station are voters, while they are casting their ballots; PS committee members; officially accredited party agents, observers, and journalists; security or medical personnel expressly invited in by the polling station Chief; and persons designated by handicapped voters to assist them. All persons within the outer perimeter of the polling station are subject to the authority of the PS Chief.

Campaign Materials – The following items are not allowed within the outer perimeter of the polling station: party or campaign signs, or any clothing or other paraphernalia with words or images relating to any party or candidate. No campaign activities in support of or against a party or candidate can be conducted within the outer perimeter.

Security Personnel – No military or police may enter the area of the polling station except to cast their vote, or at the specific request of the PS Chief for security purposes. All weapons and explosives are banned from the polling station and surrounding area, unless requested by the Chief of the polling station, CEC, PEC or NEC for security purposes.

Party Agents – Each party competing in the election has the right to appoint two agents to monitor the election in each polling station, but only one agent from a particular party may be in any polling station at one time. Party agents have the right to make official objections if they witness irregularities or violations (see 5.3), but they cannot interfere in the voting process, or attempt to influence any voter, or wear any sort of

badge or mark that identifies which party they represent. Party agents must be accredited by the CEC.

5 The Polling Process

5.1 Before the Polling Station Opens

At about 6:00 a.m., the PSC members will arrive at the polling station. Between 6:00 and 6:30, PSC members will unpack voting materials and forms and set up the polling station. The Chief will verify the credentials of party agents and election observers before allowing them to enter the polling station. At about 6:30 a.m., the Chief will explain the voting process to any party agents and election observers present, requesting that they follow the law, that they direct all inquiries, questions or complaints to the Chief, and that they not interfere with voters or the voting process.

The PS Chief will then show the party agents and election observers that the ballot box is empty, and will lock the box and seal it with the numbered seal, then record the number on Form 1101. Ballot packages will be opened and ballots counted, then the number of ballots received will be recorded in Form 1101. Finally, the opaque envelope containing the special ballot stamp will be opened and stamped on a blank sheet of paper and shown to party agents and observers. Before the polling station opens the PS committee members will vote, followed by party agents and domestic election observers.

Observer Note: You should arrive at your first polling station by 6:30 AM on Election Day, so that you can observe preparations and the opening of the poll. Make sure you bring your accreditation card, and if you have an organization hat or t-shirt you may want to wear that as well. You should also remember to bring this manual and a pen.

Record the unique polling station number, which will be posted on the outside of the station and written on the ballot box. Check to make sure that all of the required polling materials are present in the center.

The most important are the voter's list, the ballot papers, the special ballot stamp, and the indelible ink. Make a note of the total number of ballot papers received. Ensure the ballot box is empty before locking, that it is sealed securely, and placed so that the slot in the top of the box is clearly visible. Before polling begins you should check inside the booth to ensure that no campaign literature or posters have been placed inside, and that the booth has been erected so that no polling station staff, party agents, observers, voters, or other people can see a voter mark their ballot.

5.2 The Polling Process

Polling should commence at 7:00 a.m. The PS committee security officer will ask voters waiting outside to form an orderly queue.

Handicapped, elderly, sick or pregnant voters will be given priority.

Voters will be admitted one at a time after the security officer has checked their fingers for ink, and their identity documents. Valid identity documents include:

- a Khmer Citizenship ID Card,
- a 1993, 1998 or 2002 Voter Card,
- a Substitute Certificate with photo,
- a Passport,
- a Family Certificate or Book with the voter's photo,
- a Civil Servant, Military, or National Police ID Card,
- a Monk ID Card of Mohanikaya and Thamayut Sect,
- or a Written Statement of Identity with a photo (Form 1018) stamped by the Commune Council;

After being admitted to the PS, the voter will bring his identity document to the Secretary, who will first inspect the finger of the voter to ensure that it has not yet been inked, then find the voter's name on the voter list, then make a mark next to the voter's name. If the voter's name is not on the list, or any ink is detected on the voter's finger, then the voter will not be allowed to cast a ballot and must leave the station.

The voter will next be instructed to go to the Deputy to receive a ballot and voting instructions. The Deputy will tear off one ballot, stamp the back of the ballot with the special stamp to show it belongs to that polling station, then fold the ballot so that the stamp on the back is visible but the list of the parties is not. The Deputy then will hand the ballot and the identity document back to the voter and instruct the voter how to mark the ballot to indicate their choice, and how to refold the ballot so that the special stamp is visible.

The voter will take the ballot into the voting booth and make a mark in the box next to the logo of the party of his or her choice. The voter will then fold the ballot so that the special stamp is on the outside, and show the stamp on the folded ballot to the Assistant before putting it in the ballot box by himself/ herself. The Assistant will then clean the voter's right index finger and dip it into indelible ink. The voter will be asked to wait until the ink is dry before leaving the polling station. If the voter has no right index the ink will be applied to another finger,

If a voter is blind or incapacitated so that he cannot cast a ballot without assistance, the Chief will allow a companion to assist the voter. If a voter spoils a ballot paper, he or she can request another, and the Chief will cancel the spoiled ballot and place the ballot in a packet labeled "spoiled ballot papers". The Chief may not provide a second ballot to any electors who spoiled the first one if the Chief thought that the number of remaining ballots is not enough for the number of voters enrolled in the list of electors.

Observer Note: Position yourself so that you have a clear view of the entire station, including the ballot box. Polling station staff should first check for signs of ink on the voter's finger, then carefully check the name on the voter's identification against the voter's list, and then cross the voter's name off the list to prevent double voting. Are people without proper ID or not on the list allowed to vote, or people who are on the list turned away? Are people with ink on their fingers allowed to vote? Is the back of every voter's ballot stamped with the special ballot stamp (an unstamped ballot will be ruled invalid during the count)? Are

station staff trying to influence voters, either verbally or by pointing to a particular party when instructing the voter how to mark the ballot. Check if voter's fingers being marked with ink before they leave the station, so they cannot vote again elsewhere? Is the official seal on the back of the ballot shown before the ballot is put in the box? Are people putting more than one ballot in the box, or no ballot?

5.3 The Complaints Process

If a party agent objects to any decision, operation or event in the polling station, stating that it violates the law or regulations, he or she can raise the objection directly with the polling station chief. If the Chief finds the objection reasonable, immediate steps will be taken to resolve the issue. If the Chief rejects the objection, he or she will explain the reasons for the rejection, and put those reasons in writing if requested by the party agent (but the party agent must agree to thumbprint the written response). Polling will then continue. If the party agent remains unsatisfied, the Chief will provide the agent with a copy of Complaint Form 1202, which can be filled in and submitted to the CEC.

5.4 Closing the Polling Station

At 3:00 p.m. the Chief will ask the Security Officer to collect the identity documents from the voters in the line. All voters at the station at this time will be allowed to vote, but voters arriving at the station after 3:00 will not be permitted to vote. Once the last voter has cast his ballot, the Chief will declare the polling station closed. The slots on the ballot box will be closed, and the ballot box cover attached with two plastic numbered seals, and the numbers of the seals will be recorded on Form 1101.

The Secretary will then count and record the number of voters that cast their votes during the day, based on the marks made on the voter list next to each voter's name. The Deputy will count the unused ballots and the spoiled ballots then record those numbers. Then, the total number of ballots received at the station (recorded in the morning) minus the unused ballots and the spoiled ballots, should equal the total number of voters derived from the voter's list. If there is a discrepancy between the two numbers, everything will be counted again. If there is still a

discrepancy, it will be noted on Form 1101 and the process will continue.

Observer Note: Please ensure that you arrive at a polling station *before* 3:00 PM, so you can observe the entire closing process. If your observation route is a loop, you may consider returning to the polling station you opened in the morning to observe the closing. During the closing, were voters who were in the queue at 3:00 PM allowed to vote? Were the boxes sealed with numbered seals and observers and party agents allowed to record those numbers? Did the number of voters equal the number of missing ballots? If the number is off one or two, then its probably just an error, but a difference much more than that would be a serious irregularity, and the circumstance should be recorded in detail.

The used ballot books, and unused ballots will then be sealed in a plastic bag, and the Secretary will prepare three copies of the polling record (Form 1101), which will be signed by both the Secretary and the Chief. Political party representatives may examine the record, and sign or thumbprint as witnesses if they so desire. All of the secure materials (special stamp, voter's list, spoiled ballots, unused ballots, completed forms) will be placed in special envelopes and bags then put into a larger sack (called Package B) that will be tied with string and sealed with a numbered plastic seal. The polling station number will be written on the outside of the sack, which, with the sealed ballot box, will then be placed in a larger clear plastic bag for transport to the counting center. The polling station number will also be written on the outside of the bag, which will be tied with string and sealed with a numbered plastic seal. At each stage of this process observers and party agents will be allowed to record the numbers on the seals.

The Chief and Deputy Chief will then transport the bag containing the election materials and ballot box to the CEC counting center, if road conditions and security conditions allow. Party agents and election observers are permitted to accompany the secure election materials from

the polling station to the CEC. Two security personnel may also accompany the secure election materials.

If the Chief determines that conditions do not allow for transport of the secure election materials on the evening of election day, he will immediately inform observers and party agents, then make arrangement to store the materials in a secure location overnight. The party agents and observers have the right to stay overnight with the secure election materials. The materials will be delivered to the CEC in the morning following the procedure described below.

When the materials arrive at the CEC, the CEC will inspect the package, check the number of the polling station, ensure that there is one ballot box and one sack inside the large clear plastic bag, then sign two receipts accepting delivery of the materials and give one to the polling station chief and keep the other on file.

Observer Note: Record the seal numbers on your form in the space provided. Check that the seal numbers are recorded accurately by the secretary on Form 1101. If possible, you should accompany the ballot box and election materials to the CEC. Observe the handover process and inspect the secure room where the electoral materials will be stored overnight. Will observers and party agents be able to stay in an area that ensures effective oversight of the secure room? If you are equipped with a mat or hammock and a mosquito net, consider sleeping over at the counting center with the party agents and domestic observer. You'll seldom see stars so bright (unless it rains), and you'll never forget the experience.

6 The Counting Process

6.1 The Commune Counting Center

The commune counting center will open at 7:00 AM the morning after election day. Observers and party agents are entitled to watch every step of the counting process. Each counting team will normally count the ballots from three polling stations, but when the total number of polling stations in the commune is not divisible by three, then one team will be counting only one or two polling stations.

6.2 The Reconciliation Process

In the first step of the counting process each polling station chief and deputy will be responsible for verifying the number of ballots from their own polling station in a process called reconciliation. Each polling station chief will receive the clear plastic bag of secure election materials from their polling station, will check the number on the plastic seal to confirm that it matches the number written on the receipt they received from the CEC the night before, then will break the seal and take out the sealed ballot box, and the smaller sack (Package B).

Next Package B will be opened and the materials inside checked against the polling station record (Form 1101), then re-sealed inside a special plastic bag. The chief will then confirm that the numbers on the plastic seals on the ballot box match those recorded the previous day, then will cut the seals and lift off the ballot box cover. Next the chief will confirm the number on the inner seal, then cut the seal, open the box and pour the ballots out onto the table. The ballots will then be counted without being unfolded, and that total will be compared to the total voters recorded on the polling record (Form 1101). If the totals do not match, then the ballots will be counted again. If they still don't match, the discrepancy will be recorded and the process will continue.

After completing the verification the Chief will put the ballots back in the box, close it and replace the cover, then fill in, sign and stamp three copies of the Verification Form 1102. Party agents may inspect the form and sign as witnesses, if they so desire. The Chief will then hand

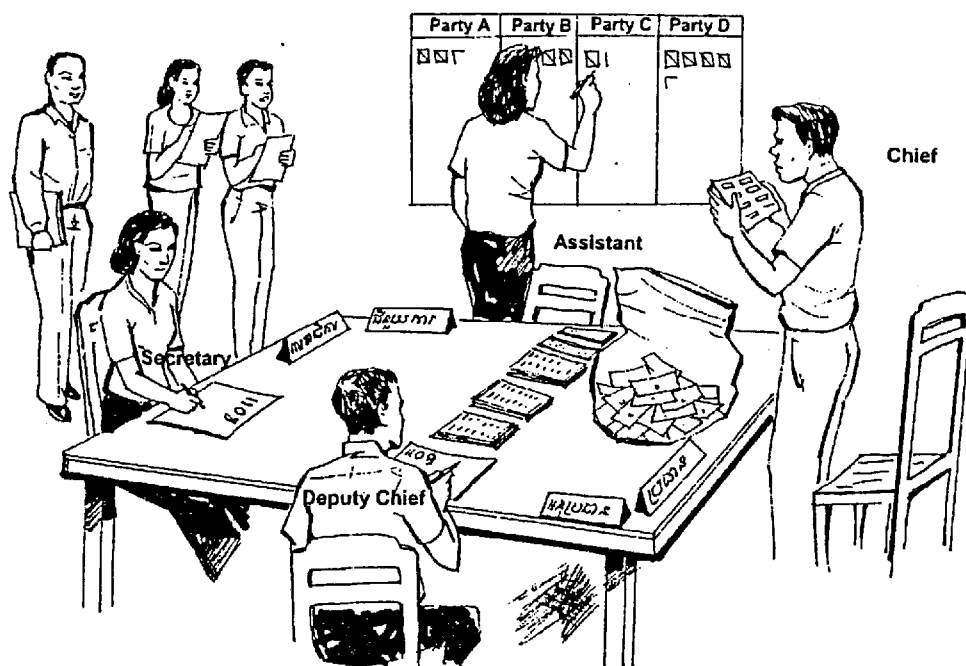
responsibility for the ballot box and electoral materials back to the CEC, and those Chiefs and Deputies not part of counting teams may leave.

Observer Note: If you didn't spend the night at the counting center, ensure you arrive before 7:00 so you can witness the opening of the center and the reconciliation process. Talk to local observers and party agents to determine if they were allowed to stay or sleep in a place that allowed effective oversight of the ballot box storage area. Check that the doors and windows have not been tampered with. If you are at the same center you closed the night before (a good idea, if possible) then continue to follow the ballot box from your last polling station. Check that the seal numbers on the bag and box are the same you recorded the night before, and that the number of ballots in the box equals the number of recorded voters from the polling station.

6.3 The Counting Process

The count will take place in the same room. Each counting team will consist of a Chief, a Deputy, a Secretary, and an Assistant. The Chief will then examine the polling records (Form 1101) for the three (or in some instances two, or one) polling stations the team will count and calculate the total number of voters who voted in those stations, and the total number of ballots in the boxes (if there was no discrepancy recorded earlier at any of those stations, then the two numbers should be the same). The total will be recorded on the Counting Form 1104.

Next the Chief will open the ballot boxes and pour the ballots into one of the large clear plastic bags and mix them thoroughly. He or she will then take one ballot at a time from the bag, examine it, and display it to any observers or party agents present. If it appears to be a valid ballot, the Chief will declare the party indicated, then place the ballot in a separate pile for each political party, while the Secretary will make a mark for the party on the Vote Recording Table (Form 1108), and the Assistant will make a mark for the party on a whiteboard or large paper form hung on the wall of the station.



If the ballot appears invalid or questionable, the Chief will show the ballot and declare the reason, and place it in a separate pile of invalid and undecided ballots. If a party agent objects to the validity of any ballot, that ballot will also be placed in the pile of invalid and undecided ballots.

After all of the ballots have been counted and separated into piles for the parties indicated, the pile of invalid and undecided ballots will be examined again one by one. The Chief will consult with the members of the Counting Team in determining the validity of the ballot, and party agents may also comment on the ballot, but are not allowed to touch the ballot. If the Chief determines the ballot valid, it will be placed in the appropriate pile and added to the tally for that party. If it is determined to be invalid, the Chief will declare the reason, and it will be kept with the pile of invalid ballots.

If a party agent makes an objection to the judgment of the Chief on the validity of a ballot, the objection and the reasons for it will be recorded in the Counting Form 1104, as long as the agent agrees to sign or

thumbprint the form. However, once the decision of the Chief is made, the ballot will be counted and the vote counting will continue. If the party agent still disagrees, the Chief will provide the agent with four copies of the Complaint Form 1202 with which to make a complaint to the PEC.

Observer Note: Observers and party agents should be positioned so that they can see the ballots as they are displayed, and see the Assistant marking the party on the whiteboard or large sheet of paper. Ensure that the party announced by the Chief is the same as that which is marked on the ballot, and that the Assistant and Secretary place a tick on their forms for the party announced. Check the stamps on the back of the ballots to make sure that there are only as many different symbols as polling stations being counted.

6.4 Valid and Invalid Ballots

During the count a ballot paper will be deemed valid if a stamp from one of the polling stations appears on the back of the ballot and a mark that clearly indicates the choice of the voter is placed in the box opposite to the symbol of the party that he or she has chosen. An invalid ballot is the ballot in which the will expressed by the voter cannot be determined or a ballot on which there is some indication that leads to the identification of the voter. A ballot is invalid if:

- It appears fake (is bigger or smaller, different paper, different color, etc.);
- It does not have a polling station stamp on the back, or has a stamp that is different from any of those used at the stations being counted.
- It is marked for more than one party, or has several marks or word written on it, or has no mark (blank ballot);
- It is marked in such a way that it is impossible to determine with any certainty which party it was marked for.
- It has been signed or marked or thumbprinted in such a way that the identity of the voter could be determined;
- It has been torn or severely damaged.

Observer Note: Watch carefully as the validity of undecided ballots is being determined to ensure that the same evaluation criteria are used for each party.

6.5 The Vote Count Form

When all ballots have been counted, the piles for each party will be counted again and the total compared to the totals for each party recorded on the Vote Record Table (Form 1108) and the whiteboard. If there is a discrepancy the marks on the forms and the ballots will be counted again. If the discrepancy still exists, it will be noted, along with the totals for each party on the Counting Form 1104. The totals for each party will then be added together with the total invalid ballots, and that sum should equal the total number of ballots in the boxes determined during the reconciliation.

When all steps have been completed, the Chief will show the completed Counting Form 1104 to the party agents, and allow them to sign or thumbprint it as witnesses, if they so desire. The counting team will then bind each pile of ballots with rubber bands and seal them in a special bag, along with the other election materials, and deliver them, and the Counting Form, to the CEC.

Observer Note: Ensure that the forms are filled in accurately, and that observers and party agents are allowed to record the results.

At this point the observation is complete, although you may want to observe other counting station that are still operating, either in the same building, or on the road home. Complete the observation forms and deliver them to your coordinator as soon as possible.

*Thank you for your contribution and
commitment to democracy in Cambodia!*

[illegible]

Overall Assessment of the Polling Process	
27. <u>Instructions for this Section:</u> Put an "X" next to the statement that best describes your assessment of the election environment and polling process for the area you observed. If your response is "poor" or "very poor", please provide further explanation in the comment section.	
<input type="checkbox"/>	Very Good – no incidents or irregularities were observed.
<input type="checkbox"/>	Good – a few incidents or irregularities were observed that had no significant effect on the integrity of the process.
<input type="checkbox"/>	Average – many incidents or irregularities were observed that had no significant effect on the integrity of the process.
<input type="checkbox"/>	Poor - incidents or irregularities were observed that could significantly affect the integrity of the process.
<input type="checkbox"/>	Very Poor - incidents or irregularities occurred which so affected the integrity of the process as to render the results from this center meaningless.
Comments	
<u>Instruction for this Section:</u> In the box below, give details of any violations, unusual occurrences, or irregularities that occurred at your polling center. If more space is required attach additional sheets of paper to the report form.	

Counting Center Observation Form

Observer Name:	Province:
Organization:	District:
Commune:	Counting Center No.

Instructions

Read the questions carefully. Put an "x" in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If violations or irregularities occurred, please briefly explain them in the comment section on the back of the form.

Counting Process	Yes	No
1. Were the seals on bags and ballot box unbroken and the numbers (if known) the same?		
2. Were the used, unused, and spoiled ballots properly reconciled?		
3. Were observers and party agents able to observe the entire counting process?		
4. Were the ballots from three stations mixed together before counting?		
5. Were there as many different stamps on the backs of the ballots as polling stations counted by the counting team (1,2,or 3)?		
6. Were invalid ballots considered valid, or valid ballots considered invalid?		
7. Were the votes accurately recorded?		
8. Were party agents and observers allowed to independently record the election results?		
9. Was the total number of boxes counted equal to the number of polling stations in the commune?		

Overall Assessment of the Counting Process

Instructions for this Section: Put an "X" next to the statement that best describes the counting process at the polling center.

<input type="checkbox"/> Very Good – no incidents or irregularities were observed during counting.	
<input type="checkbox"/> Good – a few incidents or irregularities were observed that had no significant effect on the integrity of the process.	
<input type="checkbox"/> Average – many incidents or irregularities were observed that had no significant effect on the integrity of the process.	
<input type="checkbox"/> Poor - incidents or irregularities were observed that could significantly affect the integrity of the process.	
<input type="checkbox"/> Very Poor - incidents or irregularities occurred which so affected the integrity of the process as to render the results from this center meaningless.	

Comments

Instruction for this Section: In the box below, give details of any violations, unusual occurrences, or irregularities that occurred at the counting center. If more space is required attach additional sheets of paper to the report form.

Form # 1102 to be filled in at the vote-count center

Vote-count report


1. Identification of vote-count center			
Vote-count center #		PEC name	
CEC name		PEC #	
CEC #			

2. Checking ballots and ballot counting centers	Polling Station #	Polling Station #	Polling Station #
A: Number of ballots received at the polling station			
B: Number of spoiled ballots			
C: Number of unused ballots			
D: Number of voters who cast their ballot.			
E: Number of the ballots in the ballot boxes			
F: $A - (B + C) = D = E$			

Based on the result of the ballot check above, select one answer below and tick in one of the boxes.	
The number of ballots in the box is equal to the number of voters who cast their ballot.	
The number of ballots in the box is not equal to the number of voters who cast their ballot.	

4. Election results for each political party candidate list at the vote-count center.

	List of the political party candidates (In the same order as on the ballot)	# of Votes received
1	Union of National Solidarity Party (UNS)	
2	Molinaka and the Khmer Freedom Fighters Party	
3	Khmer Help Khmer Party (K.H.K) *	
4	Cambodia Free Independent Democratic Party	
5	The Rice Party (RP)	
6	Khmer Front Party	
7	Khmer Angkor Party (K.A.P)	
8	Cambodia Development Party **	
9	Hang Dara Democratic Movement Party	
10	Khmer Soul Party	
11	Khmer Democratic Party	
12	Khmer Citizen's Party	
13	Indra Buddra City Party (I.B.C)	
14	Nationalist Khmer Party (N.K.P)	
15	Norodom Chakrapong Proloeuang Khmer Party	
16	Khmer Unity Party	
17	Cambodian People's Party	
18	Khmer Children Party	
19	Cambodian Women's Party	
20	Sam Rainsy Party	
21	Liberal Demoncratic Party	
22	Farmer's Party (F.P)	
23	Funcinpec Party	

Printed by  the Asia Foundation

With Support From USAID 