



Fijian Elections Office
My Election, My Fiji

POLLING AGENT HANDBOOK

2022 General Election

VISION

Our vision is to be recognised as a professional institution that conducts fair and credible Elections broadly representing the will of the Fijian people.

MISSION

Our mission as Fiji's election management body is to implement internationally recognized election best practises in accordance with the law, effectively regulate political parties and efficiently register eligible Fijians to ensure that we deliver the highest quality of election services under the supervision of The Electoral Commission.

GUIDING PRINCIPLES

Right to vote

Every citizen over the age of 18 years has the right to vote by secret ballot.

One person, One vote, One value

Every voter has one vote, with each vote being of equal value.

A credible single National Register of Voters

Every registered voter shall be listed on a single National Register of Voters.

Independence, Impartiality and Neutrality

The Fijian Elections Office is an independent body and shows no preference in either speech or action for any individual candidate or political party.

Excellence in Service Delivery

Provide highest quality of electoral services to all Fijians in a professional, effective and timely manner.

Good Governance

The Fijian Elections Office values accountability, honesty, integrity and transparency in all its transactions and will ensure that all legislative disclosures are properly and adequately done.

Participation

Empowering every Fijian to take ownership of the election through active involvement.

Innovation

Strive towards continuous, innovative and practical solutions to contribute toward the evolution of electoral practices in Fiji.

Verifiability

In elections, to mechanise Fijian Elections Offices processes so that given the same data and assumption, an independent and impartial Observer can produce the same results.

POLLING AGENT HANDBOOK

This Handbook is developed by the Fijian Elections Office to raise awareness and give an overview to the Polling Agents on how the 2022 General Election will be conducted. Although this Handbook substantially covers the conduct of the 2022 General Election, it is for information purposes only and it is subject to change and review by the Fijian Elections Office, if any amendments are made to any electoral laws or policies and procedures of the Fijian Elections Office. This Handbook may be used by political parties to prepare their training packages and other materials.

The Fijian Elections Office will not be liable for any misinterpretation of this Handbook.

Copyright © 2021 by Fijian Elections Office.

ISBN: 978-982-9176-24-0

Fijian Elections Office 59 / 63 High Street Toorak,

Suva, Republic of Fiji.

Ph: (679) 3316225

Email: info@feo.org.fj

TABLE OF CONTENTS

Code of Conduct - Polling Agent	5
Introduction	6
Becoming a Polling Agent	6
Production of Polling Agent Appointment Form	7
Polling Agent Badge	7
Designated Area for Polling Agents	8
Authorized Persons	8
Methods of Voting	9
Postal Voting	9
Pre - Poll Voting	11
Election Day	15
Counting Station Set-up	19
Counting Process	20
Declaration of Results	21
Transferring of Sensitive Materials	23
Final National Results Tally	23
Allocation of Seats	24
Electoral Complaints	25
Complaint Form Instructions	26
Rights and Restrictions for Polling Agents	27
FAQ's	30
Complaint Form	37

CODE OF CONDUCT – POLLING AGENT

Every person who participates in the 2022 General Election as an accredited Polling Agent must read and understand this Code of Conduct.

1. I will follow all instructions of the Presiding Officer/ Authorised Officer.
2. I will communicate only with the Presiding Officer / Authorised Officer.
3. I will not interfere with any of the electoral processes.
4. I will not touch any electoral material while observing the electoral process.
5. I will not attempt to assist the Election Officials with their duties.
6. I will not use any electronic devices inside the Polling Station or designated areas.
7. If I have a complaint I will liaise only with the Presiding Officer /Authorised Officer.
8. I will maintain proper personal behavior, respect for others, exercise sound judgment in my personal interactions and observe the highest level of professional conduct at all time.

INTRODUCTION

It is impossible for all candidates of the 2022 General Election to be physically present at every polling station and designated areas. Therefore, the law allows political parties and independent candidates to appoint you as a Polling Agent to act as their representative. In other countries, you may be referred to as party agent, candidate agent or scrutineer.

This handbook was written to help you perform your duties as a Polling Agent. However, the Constitution of the Republic of Fiji, 2013 and the Electoral Act, 2014 are the ultimate authorities of the electoral procedures. If disagreements arise, refer to the law or notify the Presiding Officer [**PO**] at your Polling Station or Authorised Officer at the designated area.

BECOMING A POLLING AGENT

Pursuant to section 45 of the Electoral Act, 2014, you can only become a Polling Agent if you are appointed either by an independent candidate or any registered political party contesting the 2022 General Election. To be appointed you must obtain a completed Polling Agent Appointment [**form**] signed by the Registered Officer or Party Authorized Officer or Independent Candidate. A candidate cannot become a Polling Agent.

INSERT PARTY/INDEPENDENT CANDIDATE LETTERHEAD	
2022 General Election- Polling Agent Appointment Form	
<i>Part A: Details of Polling Agent</i>	
Full Name: _____	(As in VoterCard)
Address: _____	
Voter Number: _____	
<i>Part B: Registered Political Party or Independent Candidate Representative</i>	
Political Party / Independent Candidate Name: _____	
I certify that the person listed above is nominated to be our agent.	
Signature: _____	Date: _____
(Registered Officer / Party Authorized Officer / Independent Candidate)	

Note: Polling Agent Appointment Form



Note: You are required to produce only one form when visiting various polling stations, National Count Centre, National Results Centre and any designated area.

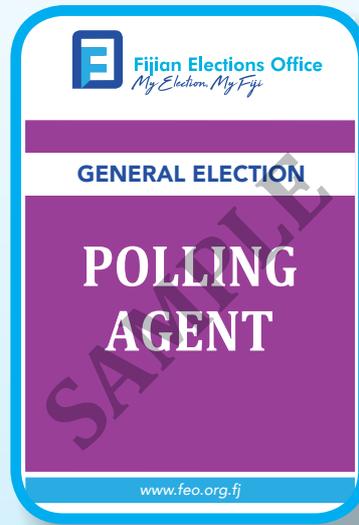
PRODUCTION OF POLLING AGENT APPOINTMENT FORM

Before entering the polling station or any designated area you will be required to produce to the PO or Authorised Officer, your completed form and any valid photo ID, preferably the VoterCard.

The PO or Authorised Officer will sight the form and the valid photo ID before **returning** it to you. If the form is correctly completed and the PO or Authorised Officer is satisfied with the valid photo ID produced, you will then be asked to read the Code of Conduct before entering your details and signature on the Attendance Sheet provided.

POLLING AGENT BADGE

After signing the Code of Conduct you will be given the Polling Agent Badge [**“badge”**] by the Presiding Officer. You must wear this badge at all times when observing any electoral processes either in the Postal Voting Verification Venue, polling station, the National Count Centre, National Results Centre or at any other designated venue.



DESIGNATED AREAS FOR POLLING AGENTS

All Polling Agents are to remain in the designated area specified by the PO or Authorised Officer. Failure to adhere to this may result in your removal from the Polling Station or designated area.

AUTHORISED PERSONS

Only authorised persons are allowed inside the polling station and designated area. This includes the Electoral Commissioners, Supervisor of Elections [**SoE**], one Polling Agent from each party or independent candidates, Accredited Observers and media, Police Officers on duty if requested by the PO or Authorised Officer and any other person authorised by the SoE. The candidates are only authorised to be present at the National Results Centre and not at the polling station or designated area.

All authorised persons are issued accredited official identity badges prior to observing the electoral processes.

METHODS OF VOTING

1. POSTAL VOTING

The SoE before the Election Day will prominently display within the FEO a written notice of the day, time and place at which Postal Ballot Papers will be verified and counted.

You are allowed to observe the verification of Postal Ballot Papers. The process of verification is as follows:

- i. Declaration Form on the Transmission Envelope is checked to verify whether the voter indicated in the Declaration Form that they are a registered voter.
- ii. The signature/ thumbprint on the Declaration Form is then checked with the signature/ thumbprint on the Postal Voting Application Form to determine whether it is of the applicant.
- iii. If there is consistency in the signature/ thumbprint then the Transmission Envelope is opened and Secret Envelope removed and placed in the Ballot Box.

The Transmission Envelope will be rejected only if:

- i. There is inconsistency in the signature/ thumbprint;
- ii. The Declaration Form is either missing, unsigned or not marked.
- iii. There is no Secret Envelope.



Postal Vote Declaration Form

Instructions:

- Use a tick where appropriate.
- Use black or blue pen only
- Use BLOCK LETTERS to complete form.

1. **Your name** Mr. Mrs. Ms.

Surname	
First Name	

(Please state name as in your VoterCard)

2. **Date of birth:**
(D D / M M / Y Y)

3. **EVR Number:**

4. **Residential Address:**

I solemnly declare that the information provided herein is true to the best of my knowledge and that the enclosed ballot paper is cast on my own free will and in secret and I make an undertaking that I will not vote or attempt to vote in person on Election Day at the polling station assigned to me by the Fijian Elections Office.

Signature / Mark of Voter: Date:

For Official Use Only:

Date Rec	Name of Staff	Admit/Reject	Signature	Date

Note: Postal Vote Declaration Form



Note: Transmission Envelope

METHODS OF VOTING

2. PRE-POLL VOTING

Within seven (7) days after the close of nominations, the Electoral Commission will publish a Notice of Pre-Poll.

The Notice of Pre-Poll will contain the venue or venues where pre-poll voting must take place and the date and hours between which the PO will attend at those venues for the conduct of pre-poll voting . In preparation for the 2022 General Election, the FEO will declare pre-poll areas on 20 January 2022.

You can observe pre-poll voting.

The counting of pre-poll ballots will be at the National Count Centre.

PREPARATORY STEPS

Every venue where pre-poll voting will take place will have a minimum of three (3) and maximum of six (6) Polling Day Workers [“PDWs”]. Depending on the size of the Polling Venue, a PDW may have to carry out more than one role.

A pre-poll team could serve a maximum of four (4) Polling Venues. Each team is dispatched with one (1) Polling Kit containing non-sensitive materials. The number of ballot boxes and Voter Lists will depend on the number of Polling Venues the team will visit.

Since the pre-poll team will be moving from one (1) Polling Venue to the other a Police Officer will always accompany them.

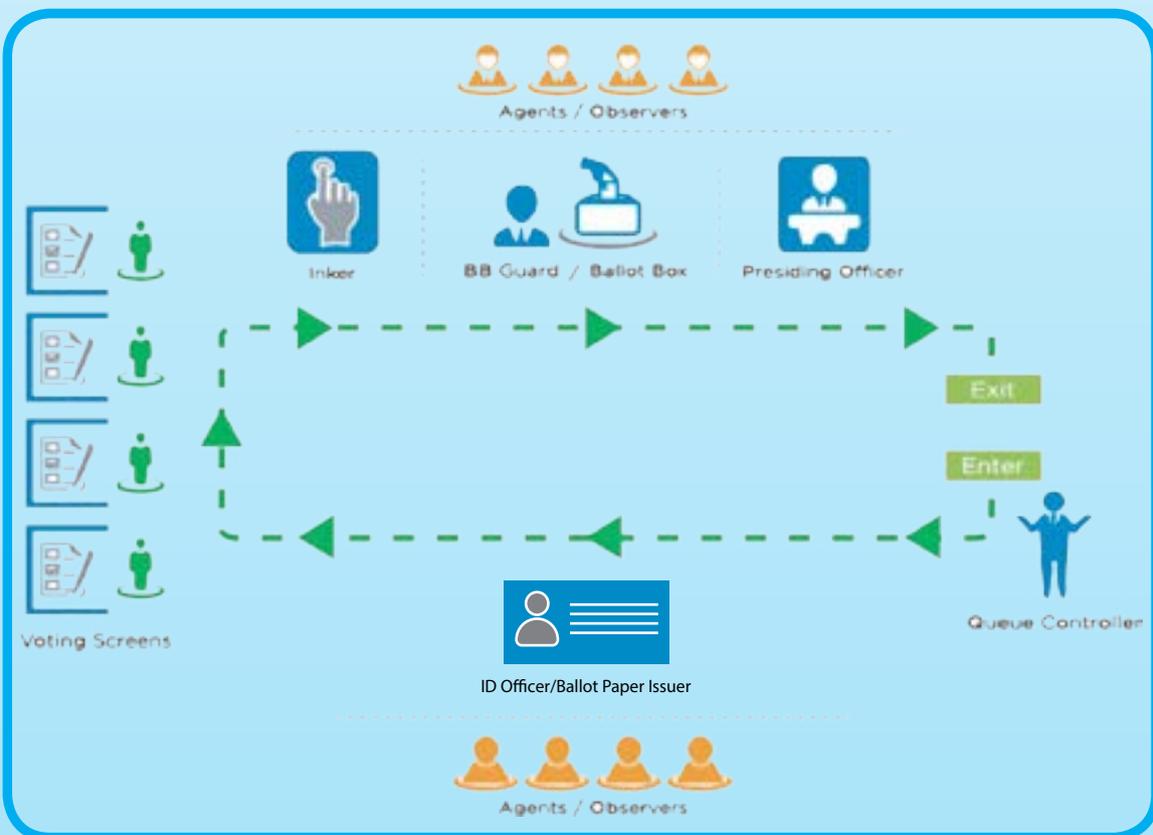
Before the pre-poll voting starts at any Polling Venue the PO will check:

- i. suitability of the voting screen(s); and
- ii. stock of materials

After the completion of every pre-poll voting, the ballot box is sealed and the PO will ensure that the sealed Ballot Box is always kept in their custody, even when presiding over another polling venue. Once the team completes all their scheduled pre-poll, the Ballot Boxes are transferred to the National Count Centre.

PRE-POLL POLLING STATION SETUP

The standard pre-poll polling station setup is as shown below:



PRE - POLL VOTING - POLLING DAY WORKERS

<p>Presiding Officer</p>	<p>In charge of the Polling Venue.</p>	
<p>Queue Controller</p>	<p>Stands at the entrance of the Polling Venue and responsible for checking the voter's finger for ink prior to giving out the Voter Instructions Booklet.</p>	
<p>ID Officer/ Ballot Paper Issuer</p>	<p>Confirms the person's ID and marks off the voter's name before allowing the voter to sign or place a mark beside their name in the Voter List. Issues Ballot Paper and Secret Envelope to the Voter.</p>	
<p>Inker</p>	<p>Ensures the voter's index finger or little finger of the left hand is marked with indelible ink prior to voter placing the Secret Envelope inside the Ballot Box.</p>	
<p>Ballot Box Guard</p>	<p>Responsible for guarding the Ballot Box inside the Polling Venue and for taping the opening of the Secret Envelope before it is placed in the the Ballot Box.</p>	

VOTING STEPS - PRE POLL

Inside Queue Controller checks the voter's fingers for ink before giving the Voter Instruction Booklet to the voter.



Voter shows VoterCard or photo id to ID Officer/ Ballot Paper Issuer. The ID Officer/ Ballot Paper Issuer will confirm the voter's ID before marking off the voter's name.



Voter signs the Voter List in the 'Signature' column of the Voter List.



The ID Officer/ Ballot Paper Issuer explains to the voter the method of marking the Ballot Paper and advises the voter to place the Ballot Paper in the Secret Envelope before it is placed in the Ballot Box, then the ID Officer/ Ballot Paper Issuer issues the voter with a Ballot Paper and Secret Envelope.



Voter goes to the voting screen and looks through the Voter Instruction Booklet to identify the number of the candidate he or she would like to vote for. The voter will have to either **Circle** or **Tick** or **Cross** the number on the Ballot Paper. The voter then folds the Ballot Paper and puts it inside the Secret Envelope.



Inker ensures that the voter's index finger or little finger on the left hand is dipped in the ink bottle.



The Ballot Box Guard tapes the opening of the Secret Envelope using a special tape and then the voter puts the Secret Envelope in the Ballot Box.



Voter leaves the Polling Venue.



PACKAGING

Upon close of Polling Venue the PO needs to organize the pre-poll PDWs to prepare and pack the voting materials ready for the next scheduled Pre-Poll Polling Venue. Sensitive Materials must be placed inside the Tamper Evident Envelope and then the Tamper Evident Envelope will be in the custody of the PO. Non-Sensitive Materials such as the Voting Screens and Polling Kit to be packed properly and ready for thenext scheduled Pre-Poll Polling Venue.

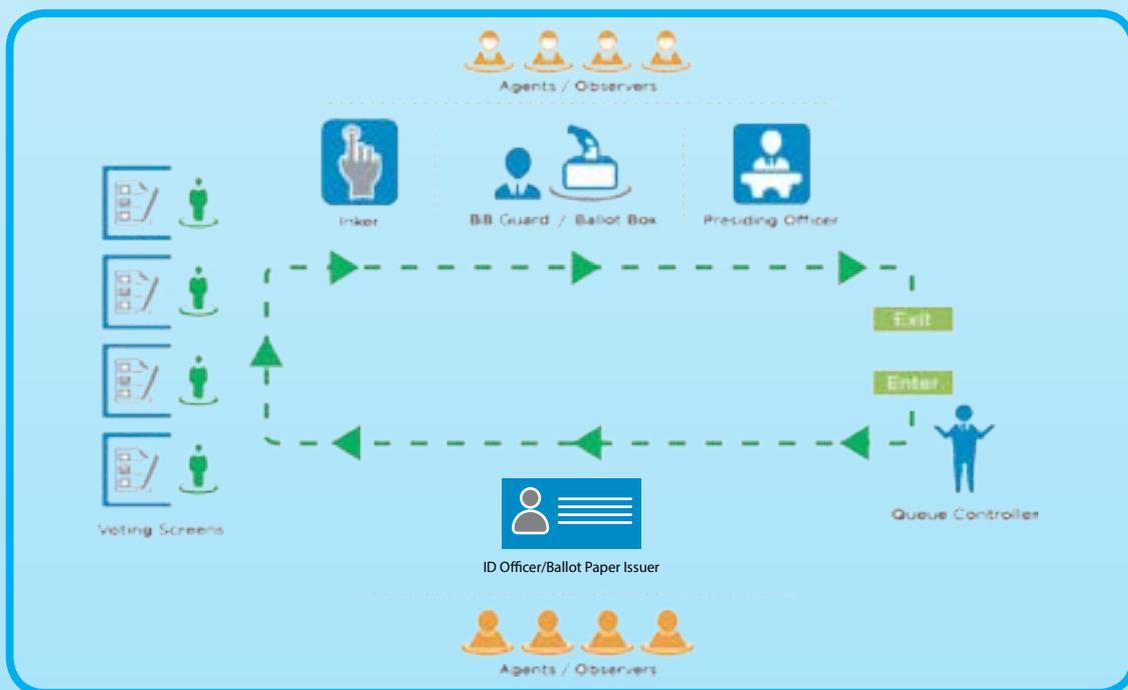
METHODS OF VOTING

3. ELECTION DAY

Polling starts at 7:30am and must immediately close after the last voter in the queue at 6:00pm has voted.

POLL DAY AT 7:00AM

The standard Polling Station setup on the Election Day is as shown below:



ELECTION DAY - POLLING DAY WORKERS

<p>Presiding Officer</p>	<p>In charge of the Polling Station.</p>	
<p>Assistant Presiding Officer</p>	<p>Provides assistance when required to the Presiding Officer and the Election Officials.</p>	
<p>Queue Controller</p>	<p>Stands at the entrance of the Polling Station and responsible for checking the voter's finger for ink prior to giving out the Voter Instructions Booklet.</p>	
<p>ID Officer/ Ballot Paper Issuer</p>	<p>Identification Officer confirms the person's ID before allowing the voter to sign or place a mark beside his/her name in the Voter List. Also issues ballot paper to the voter</p>	
<p>Inker</p>	<p>Ensures the voter's index finger or the little finger of the left hand is marked with indelible ink prior to voter placing the Ballot Paper inside the Ballot Box.</p>	
<p>Ballot Box Guard</p>	<p>Responsible for guarding the Ballot Box inside the Polling Station.</p>	

BEFORE POLL AT 7:30AM

The Presiding Officer will:

- i. Show the empty Ballot Box to everyone present in the Polling Station.



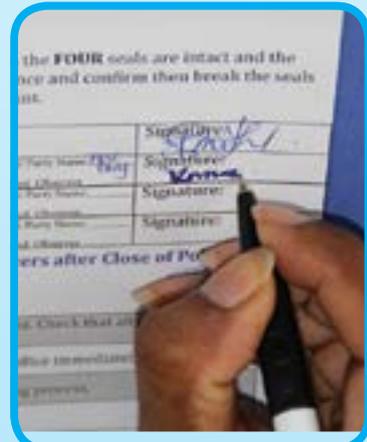
- ii. Seal all four (4) sides of the Ballot Box using the plastic seals.



- iii. Read out loud the seal numbers to enable Polling Agents to record them if they wish.



- iv. Record the four (4) seal numbers in the PO's Record Book and get it witnessed by any Polling Agent and if there is no one present, the PO will get an Observer or a voter witness the process.



- v. Give the Ballot Box to the Ballot Box Guard.



DURING POLL 7:30AM TILL LAST VOTER IN THE QUEUE AT 6:00PM HAS VOTED

Once the Polling Station opens at 7.30am, it will not close for breaks. PDWs will take turns for meal and convenience breaks. During this time their position will always be filled by another Election Official.

VOTING STEPS - ELECTION DAY

Voter is directed to correct Polling Station by Venue Queue Controller.



Inside Queue Controller checks the voter's finger for ink before giving the Voter Instruction Booklet to the voter.



Voter shows voterCard or photo ID to ID Officer/ Ballot Paper Issuer. The ID Officer/ Ballot Paper Issuer will confirm the voter's ID before marking off the voter's name.



Voter signs the Voter List in the 'Signature' column of the Voter List .



The ID Officer/ Ballot Paper Issuer explains to the voter the method of marking the Ballot Paper and gives one (1) Ballot Paper to the voter.



Voter goes to the voting screen and looks through the Voter Instruction Booklet to identify the number of the candidate he or she would like to vote for. The voter will have to either **Circle** or **Tick** or **Cross** the number on the Ballot Paper.



Inker marks voter's index finger or little finger on the left hand.



Voter puts Ballot Paper in the Ballot Box.



Voter leaves the Polling Station.



When the last voter in the queue at 6.00pm has voted, the PDWs will immediately setup the counting station. Polling Agents who are present inside the Polling Station at the close of poll can remain inside to witness the counting station setup.

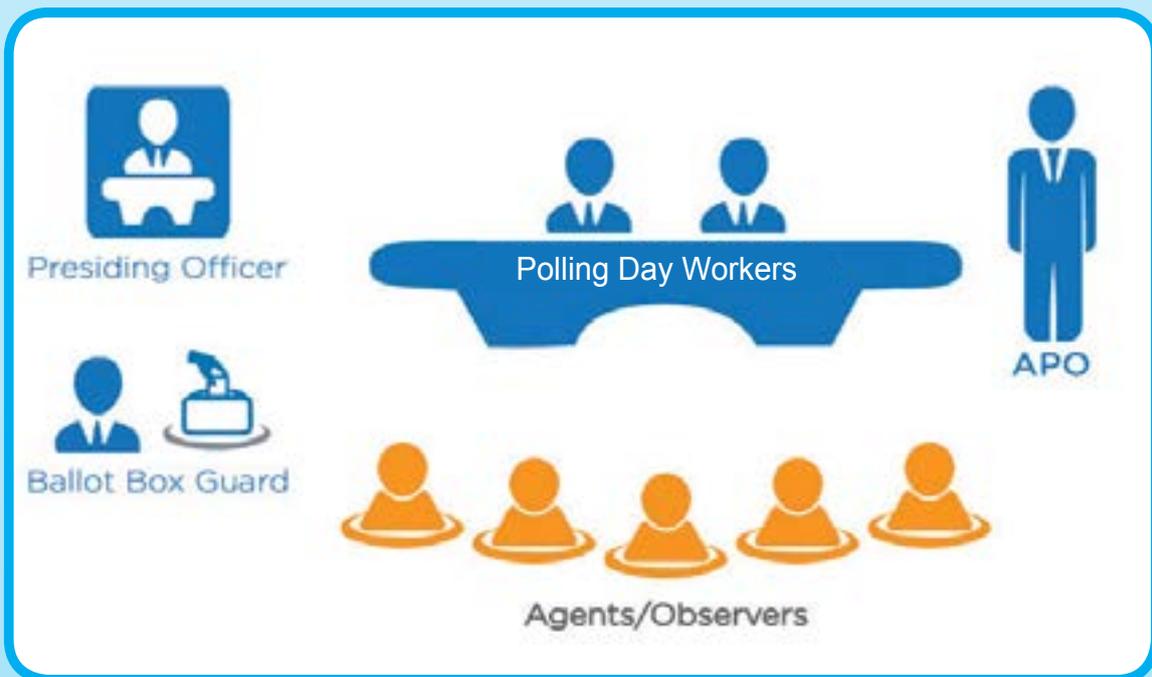
COUNTING STATION SET-UP

On Election Day all ballot papers for each Polling Station will be counted immediately after close of Poll in the same Polling Station.

However, the Postal Ballot Papers and the Pre-Poll Ballot Papers will be counted at the National Count Centre at the date and time prescribed by the SoE.

You will be notified to observe the counting process at the National Count Centre.

The standard setup for counting either at the Polling Station or at the National Count Centre is as illustrated below:



Step 4:

Ballot Papers will be unfolded and then sorted into column number ranges as marked on the Ballot Paper before counting Ballot Papers for each candidate. Counting of all the Ballot Papers in each column range including the invalid Ballot Papers. Totaling each column to reconcile the total number of signatures on the Voter List.

**Step 5:**

Sorting of Ballot Papers by candidate number, proceeding column by column. Counting the Ballot Papers for each candidate number that have received votes. The results are entered in the Protocol of Results worksheet in the PO Record Book.

**Step 6:**

Once the PO is satisfied that all the numbers on the Protocol of Results worksheet in the PO Record Book is correct, the results are transferred in the Protocol of Results.

DECLARATION OF RESULTS

After the result of the Polling Station is recorded in the Protocol of Results the PO will sign off on it and this is witnessed by any three (3) Election Observers or Polling Agents.

The second copy (pink colour) is detached and placed in a publicly accessible area outside the Polling Station.

The third copy (green colour) is placed inside the Ballot Box for safe keeping.

TRANSFERRING OF SENSITIVE MATERIALS

When packing is completed the Ballot Box and the Tamper Evident Envelope containing the original Protocol of Results, PO Record Book, Voter List and Tendered Ballot Papers is collected by FEO Officials.

These sensitive materials are then transported to the Count Centre by FEO and the Fiji Police Force.

Any Polling Agent can accompany the transport of the sensitive materials to the National Count Centre. However, this will be at the cost of the Polling Agent.

FINAL NATIONAL RESULTS TALLY

Once all results from the Polling Stations and the National Count Centre are received, the National Results Centre will prepare the the Final National Results Tally and this is signed off by the SoE.

The SoE will then provide the Final National Results Tally to the Electoral Commission who will allocate seats to the candidates who have been elected as the Members of Parliament.

The Final National Results Tally will also be publicly displayed and made available to Polling Agents upon request.

ALLOCATION OF SEATS

The Electoral Commission will receive the Final National Results Tally from the SoE which contains:

- i. The total number of votes received by each candidate;
- ii. The total number of votes received by each political party; and
- iii. Party List (*arranged in descending order with the party candidate receiving the most vote on the top of its list and the one receiving least vote at the bottom*).

It will then calculate the total number of votes received from each candidate and each political party before applying the 5% threshold.

A political party or an independent candidate who does not receive 5% of the total number of votes cast will not qualify for any seats in Parliament.

Those that have qualified, the Electoral Commission would determine the number of seats to be allocated to the remaining parties and independent candidate by applying the “d’Hondt Rule”.

The total number of votes gained by each party is divided by one (1), then by two (2), then by three (3) and so forth. For an independent candidate the number of votes is divided only by one (1).

The Electoral Commission then determines which candidates of each party are to be allocated one of the fifty five (55) seats in parliament.

ELECTORAL COMPLAINTS

In conducting observations you might disagree with the processes carried out by the PO or Election Officials.

To lodge any complaint on the breach of voting process, counting process, unlawful campaign activity or interference with your right or the right of the voter you must complete the Complaint Form and submit it to the PO. The Complaint Form can be collected from the PO. A copy of the Complaints Form can also be found on Page 37 of this Handbook.

Complaints with regards to the verification of Postal Ballots and tabulation of results must be submitted to the Officer in Charge.

If the PO or the Authorised Officer refuses to acknowledge the complaint you must immediately lodge a complaint directly with the SoE.

COMPLAINT FORM INSTRUCTIONS

A Complaint Form may be used during the Fijian Elections. This form may be submitted to the FEO or the PO at the Polling Venues.

This form may only be submitted by those Complainants if:

- The PO refuses to recognise or address any substantial breach; or
- You reasonable believe that a violation of the Electoral Act or other laws has occurred during the voter registration, political party registration, campaign, postal voting, pre-polling, polling or count.

NOTE: ALL complaints relating to election results must follow the process pursuant to section 99 of the Electoral Act 2014. This form is NOT used for that process.

Complainants may submit this form to the PO at the Polling Venue or to the FEO. It is important that all the information you provide is accurate and that you are not filing a false claim. You must sign the form knowing that the information you give is true.

Tips for completing a Complaint Form

- Please provide full name and contact information for the complainant. The complainant must be available to answer questions about the complaint or grievance.
- Please describe in detail the circumstances of the complaint or grievance. Provide the location of the complaint, names of individuals involved, actions taken, and what is believed to be the electoral offence.
- If there are witnesses, the witness(es) name and accurate phone numbers must be provided.
- If you have evidence, you must submit it with this form. Submission of evidence or information after the form is submitted will be rejected and will not be used to support your complaint or grievance.

What will happen next?

- Your complaint form will be reviewed by the SoE.
- A decision will be delivered in writing to you.
- Political Parties and Candidates may appeal this decision to the Electoral Commission.

RIGHTS AND RESTRICTIONS FOR POLLING AGENTS

Rights	Restrictions
Be present in the Polling Station thirty (30) minutes prior to the start of any of the electoral processes.	Must not conduct in a passive or active manner any campaigning in or around the Postal Voting Verification Venue, Polling Station, National Count Centre and National Results Centre.
Have the right to view that the Ballot Box is empty before the seals are placed at the start of poll.	Must not interfere with or attempt to influence any voter within a Polling Station.
Can sit or stand and walk around the designated area.	Must not communicate with a voter inside the Polling Station.
Can lodge a complaint with the Presiding Officer or Officer in Charge. (<i>Refer to Electoral Complaints Section</i>).	Not more than one Polling Agent from the same Political Party or Independent Candidate is to be present at a Polling Station simultaneously.
Is entitled to observe the verification of Postal Ballots, voting process, counting process and tabulation of results.	Must not use mobile phones or any other electronic device while observing electoral processes.
Can bring into the Polling Station Polling Agent Handbook, writing pad, writing pen or pencils and any other materials approved by the SoE.	Must not wear a badge or emblem of their political party while observing the electoral processes.

<p>May object to the inclusion of a Ballot Paper in the count that they believe should be “rejected” or object to the rejection of a Ballot Paper that they believe is “valid”.</p> <p>In objecting you must state your reasons for objection to the Presiding Officer in a courteous manner.</p>	<p>Must not interfere with the electoral processes or the authority of the Presiding Officer.</p>
<p>The decision of the Presiding Officer on a question arising as to the validity of any Ballot Paper is final.</p>	<p>If a recount is conducted you must not interrupt the recount process.</p>
<p>May request for a recount to be conducted.</p>	
<p>May follow the transportation of election materials to the National Results Centre.</p>	
<p>Entitled to a copy of the Final National Results Tally and Candidate Allocation Form.</p>	



Note: Breach to any restrictions would result in a fine not exceeding \$10,000 or to a term of imprisonment not exceeding 5 years or both or to a fine not exceeding \$50,000 or to a term of imprisonment not exceeding 10 years or both.

FOR MORE INFORMATION VISIT:

 www.feo.org.fj



FOR MORE INFORMATION ON ELECTORAL COMMISSION VISIT:

 www.electoralcommission.org.fj



FREQUENTLY ASKED QUESTIONS [FAQS]

POSTAL VOTING

1. **Who are eligible to vote through postal voting?**

Only registered voters that meet the following criteria are eligible for postal voting:

- i. Lives outside of Fiji or will be outside of Fiji on Election Day;
- ii. Because of serious illness or disability is unable to travel from his or her place of living to his or her assigned Polling Station;
- iii. Is under pre-trial detention or sentence of imprisonment;
- iv. Will be away from his or her usual place of residence and in a place not convenient to his or her assigned Polling Station due to work commitments on Election Day; and
- v. Because of religious beliefs or membership of a religious order:
 - a. is prohibited from attending a Polling Station; or
 - b. For the greater part of the hours or polling is prohibited from attending a Polling Station.

2. **When does postal voting application open?**

A registered voter can apply for Postal Voting from the announcement of the date of Election.

- 3. When does postal voting application close?**
An application for postal voting must be received no later than 5.00pm, on the twenty first (21) day, prior to Election Day. Any application received after this stipulated time will not be considered.
- 4. What is the 'Register of Postal Voters'?**
It is a register which consists of the names and voter numbers of all people that are registered as a postal voter.
- 5. Can a candidate or political party acquire a copy of the 'Register of Postal Voters'?**
Yes, a candidate or political party can acquire a copy of the 'Register of Postal Voters' by paying the approved fee.
- 6. When can the verification of the Postal Ballot Papers begin?**
The verification of the returned Postal Ballot Papers can begin seven (7) days prior to the Election Day.
- 7. When will Postal Ballot Papers be counted?**
It will be counted at the National Count Centre immediately after close of Poll on Election Day.

PRE-POLL VOTING

- 1. Who are eligible to vote during pre-poll voting?**
Registered voters that meet the following criteria are eligible to pre-poll voting:

 - i. Resides in a locality that is remote or the number of voters in a locality is not sufficient for the establishment of a polling station;

- ii. Is a resident of a nursing home or health care facility;
- iii. Is a member of the disciplined forces (means the Republic of Fiji Military Forces, Fiji Police Force, and the Fiji Corrections Services);
- iv. Is under pre-trial detention or sentence of imprisonment;
or
- v. Is in any other place approved by the EC.

2. Is there a standard Polling Venue setup for pre-poll voting?

The layout of the Polling Station will depend on the shape and size of the room. However, it is prudent that all Polling Stations for pre-poll voting are set up as per the approved layout in this Handbook.

3. What is the opening and closing time for pre-poll voting?

Pre-Poll Polling Venue will be opened and closed as per the date and hours specified in the Notice of Pre-Poll published by the Electoral Commission.

4. What is the difference between pre-poll voting process and election day voting process?

The voting process for voters on pre-poll voting is the same as the voting process on election day. However, the only changes to the voting process would be the placing of Secret Envelope in the Ballot Box. For pre-poll voting, after the voters have marked the Ballot Papers they must:

- i. Fold the Ballot Paper;
- ii. Insert it into the Secret Envelope;
- iii. Seal it; and
- iiii. Put the Sealed Envelope in the Ballot Box.

- 5. Who can observe the pre-poll voting?**
Any Polling Agent or Observer is permitted to observe the process of pre-poll voting only if authorization has been granted by FEO. He or she must wear his or her official ID at all times whilst in the Polling Venue.
- 6. How will the Sensitive and Non-Sensitive materials be transported to the National Count Centre?**
The sensitive and non-sensitive materials will be transported in the mode of transport approved by the SoE. For security purposes the Fiji Police Force will accompany the transport of the Sensitive and Non-Sensitive Materials.
- 7. When will Pre-Poll Ballot Papers be counted?**
It will be counted at the National Count Centre immediately after close of poll on Election Day.

ELECTION DAY

- 1. What if a voter's finger is already marked with indelible ink?**
If the voter's finger is already marked with indelible ink he or she has voted and therefore will not be issued with a Ballot Paper.
- 2. What if a voter has revealed or announced the content of his or her Ballot Paper inside the Polling Station?**
Any voter, who does so, will have his or her Ballot Paper confiscated and invalidated by the PO, provided it has not yet been inserted in the Ballot Box.
- 3. What if a voter who has not voted has had his or her name marked off on the Voter List?**
The applicant is, upon being substantiated with proof

of identification that he or she is on the Voter List and showing that he or she is not marked on any finger with the indelible substance, entitled to mark a Ballot Paper in the same manner as any other voter, but instead of being put into a Ballot Box, the Ballot Paper (called “Tendered Ballot”) will be sealed by the voter in a special envelope and given to the PO who will place the envelope in a separate packet marked “Tendered Ballot Papers”. The Ballot Paper will not be counted unless ordered by the court.

4. Can the PO assist any voter?

If any voter at a polling station is incapacitated by blindness or other physical reason from voting, the voter may request the PO or a person of their own choice to assist him or her to cast a vote.

An illiterate voter may only request the PO to assist him or her to cast a vote and the PO must ensure that one other election official is present.

5. Can a voter get another Ballot Paper if he or she has spoiled the first Ballot Paper which was issued to him or her?

A voter who has inadvertently dealt with a Ballot Paper in such a way that it cannot be conveniently or validly used as a Ballot Paper may, on giving it to the PO, get another Ballot Paper to replace it. The Spoiled Ballot Paper, in the presence of the voter will be cancelled by the PO by writing or stamping the word ‘Cancelled’ across its face, marking his or her initials on it and placing it in an envelope marked ‘Spoiled Ballot Paper’ and sealing it. A voter will then receive only one (1) replacement Ballot Paper. If the voter spoils the Ballot Paper again he or she will not be issued with another replacement Ballot Paper.

- 6. Can amendments be made to the Protocol of Results?**
Changes can be made to the Protocol of Results, but it must be made in the presence of witnesses including Polling Agents or observers.

GENERAL QUERIES

- 1. When do nominations for candidates open?**
It opens once the EC receives the Writ to conduct General Election.
- 2. What is a 'Writ'?**
'Writ' means the writ for the election of members of Parliament, issued by the President under section 59 of the Constitution. The Writ will include the number of members of Parliament to be returned at election, date on or before which the Writ is returnable to the President, date, time and place at which nomination of candidates for the election are to be received and the Election date.
- 3. When does registration of political parties close?**
It closes once the Writ is issued and opens when Writ is returned.
- 4. By when should the National Candidates List be prepared?**
Within seven (7) days following the close of nominations for the election, a National Candidates List containing the names of all candidates will be prepared.
- 5. Can I wear my party T-shirt at the Polling Venue?**
No person is allowed to wear or display any badge, emblem, clothing, apparel or accessory of a candidate or

of a political party at a Polling Venue, in a Polling Station or any other Pre-Poll Venue.

6. When will candidates be assigned a three (3) digit number?

The candidates will be assigned a three (3) digit number after a Candidate Ball Draw is conducted.

7. When can parties begin campaigning?

Section 109A of the Electoral Act, 2014 states that the EC must determine the campaign period for a general election. This period must not be earlier than 30 days prior to the completion of 3 years and 6 months of sitting of Parliament after the last general election and no later than 48 hours prior to the general election.

COMPLAINT FORM

Fill in ALL information below. Do not leave blanks. See instructions to fill out form (on back).

Type of Complaint: (Tick one)	
<input type="checkbox"/> Voter Registration	<input type="checkbox"/> Registration of Political Parties
<input type="checkbox"/> Campaign	<input type="checkbox"/> Postal Voting
<input type="checkbox"/> Pre-Polling	<input type="checkbox"/> Counting
<input type="checkbox"/> Polling Day	
Where did you submit this complaint?	Date submitted:
Are you submitting this complaint on behalf of a Candidate? (Circle one)	
	YES NO
IF YES, provide candidate's name:	
Are you a Polling Agent? (Circle One)	
	YES NO
Complainant: Who is submitting Complaint?	
Name:	
Address:	
Telephone No:	
Are you? (Circle One):	Female Male
Voter Registration No.:	
Details of Complaint:	
Date and time of incident:	
Location of Incident or Allegation:	

Describe Incident or Allegations in Detail (attach additional page if more space is required):

Are there witnesses to the incident? (Circle One)

YES NO

If, YES, what is their name and contact number?

Do you have any information or evidence to provide? (Circle One)

YES NO

If, YES, please attach description with this form.

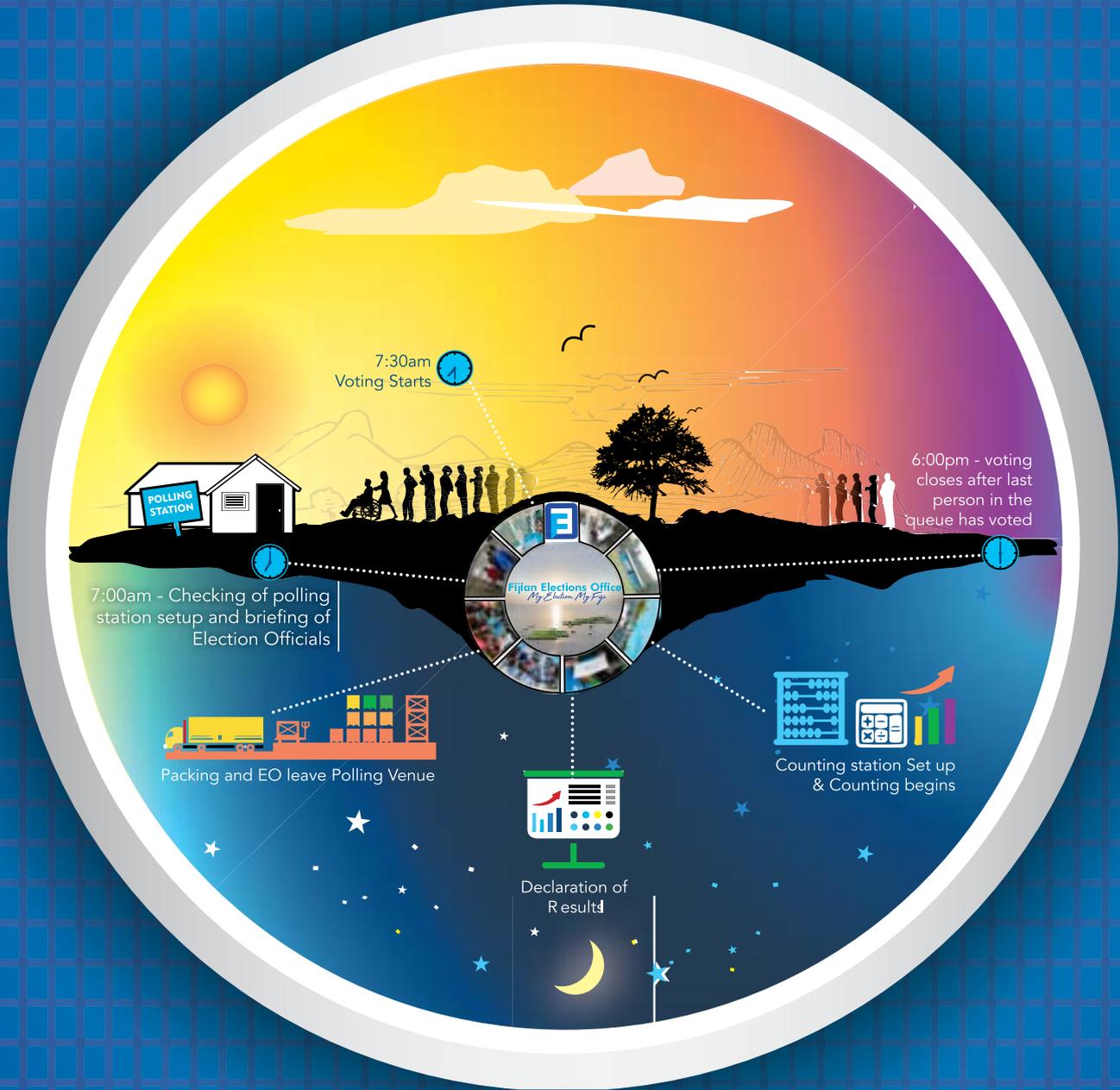
Affirmation: By submitting this form, you agree that the information and allegations you wrote on this form to be accurate and you reasonably believe that a violation of any of these Acts: Electoral Act 2014, Political Parties Act 2013 and Electoral (Voter Registration) Act 2012 has occurred.

Print Name of Complainant

Print Name of Witness

Witness's Signature

_____ **Complainant's Signature & Date**





Contact us

Phone: +679 331 6225

Email: info@feo.org.fj | **Web:** www.feo.org.fj

Facebook: @Fijianelectionsoffice

HEADQUARTERS

59-63 High Street, Toorak, Suva.
P. O. Box 2528, Government Buildings, Suva.

LAUTOKA OFFICE

36 Vitogo Parade, Lautoka.
P. O. Box 2528, Government Buildings, Suva.

LABASA OFFICE

Legal Aid Building, Jaduram Street, Labasa.
P. O. Box 2528, Government Buildings, Suva.

