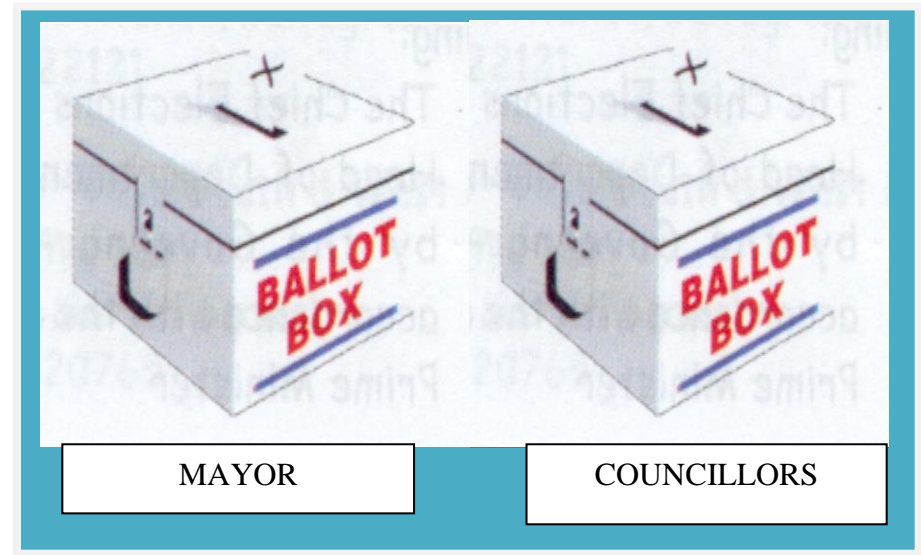


# *MUNICIPAL ELECTIONS TRAINING MANUAL*



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*Elections and Boundaries Department  
December 2014*

**ELECTIONS AND BOUNDARIES  
DEPARTMENT  
*BELIZE***

***MUNICIPAL ELECTIONS  
TRAINING MANUAL***

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**INTRODUCTION**

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

- ⇒ *That the will of the people should form the basis of Government in a democratic society.*
- ⇒ *The Government is freely elected by universal adult suffrage.*

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

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

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

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

Meanwhile the Department falls under the Ministry of the Public Service, Elections & Boundaries which is responsible for the Human Resources aspect of Government Ministries/Departments.

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

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

This Manual is designed for the purpose of assisting Election Officers to better execute their duties in the most poised manner possible.

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## 1. TYPES OF ELECTIONS IN BELIZE

### GENERAL ELECTION

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

### MUNICIPAL ELECTIONS

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

### VILLAGE/ COMMUNITY COUNCIL ELECTIONS

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

### REFERENDUM

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

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

In accordance with the Recall of Elected Representative Act, a Referendum may be held to recall Elected Representatives.

## 2. MUNICIPAL ELECTIONS

*The Laws that governs Municipal Elections are: Belize City Council Act Chapter 85, Belmopan City Council Act Chapter 86 and Town Council Act Chapter 87 of the Laws of Belize.*

## 3. APPOINTMENT OF ELECTION OFFICERS

### Returning Officers, Election Clerks

In accordance with section 18(1) of the Cities/Town Council Acts, the Elections and Boundaries Commission shall appoint for a municipality a person to be the Returning Officer and as many persons necessary to assist him/her.

### Presiding Officers, Poll Clerks, Counting Clerks etc.

In accordance with section 18(2) of the Cities/Town Council Acts, the Chief Elections Officer with the approval of the Elections and Boundaries Commission shall appoint one or more Assistant Clerks (Presiding Officers, Poll Clerks, Counting Clerks) for each municipality.

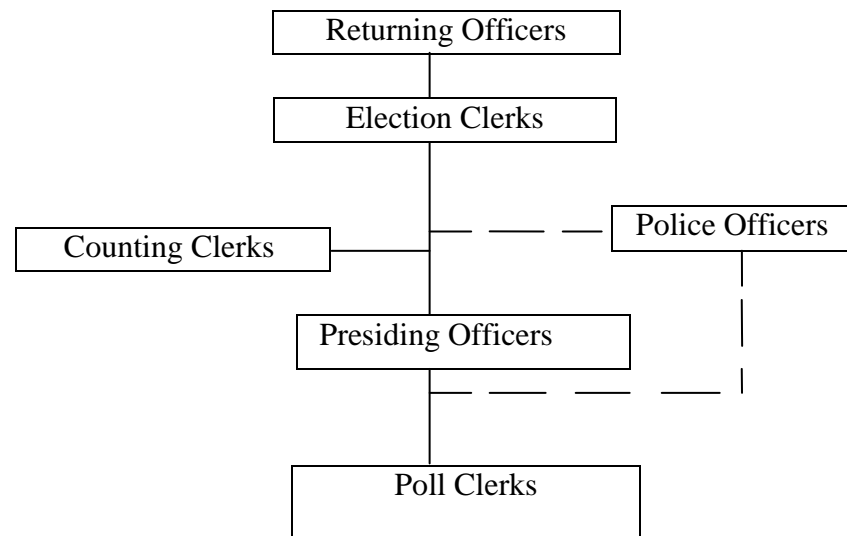
If at any time between the dissolution of a Council and the declaration of the result of the election following thereon, the Returning officer

dies or become incapable of performing his duties as such, the Election Clerk shall forthwith report that fact to the Chief Elections Officer and shall discharge all the duties and exercise all the powers of the Returning Officer until some other Returning Officer is appointed or until the Returning Officer ceases to be incapable of performing his duties, as the case may be.

### Oath of Office

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

### The Hierarchy of Election Officers



## 4. ROLES AND RESPONSIBILITIES

### Returning Officers and Election Clerks

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

- a) Overall management of elections
- b) Supervision of election officers
- c) Obtain certified copies of the proper register for the time being in force from the Chief Elections Officer
- d) Accept proxies and forward application to CEO
- e) Accept nomination of candidates and return to CEO
- f) Distribution of election supplies e.g. ballot papers etc. to Presiding Officers
- g) Check condition of buildings being used as polling stations
- h) Establish 100 yards line
- i) Submit hourly report to Chief Elections Officer
- j) Supervise the count
- k) Report results of elections to Chief Elections Officer
- l) Announce result of election
- m) Submit form "Return after Poll has been taken"
- n) Return all election supplies e.g. ballot papers used and unused, certified copies of register used etc. to Chief Elections Officer
- o) Submit a **Final Report** to the Chief Elections Officer

### Presiding Officers

The Presiding Officer reports to the Returning Officer appointed to a given municipality. He/she is responsible for supervision of the taking of the poll on Election Day. Presiding Officers are responsible for the following:

- a) Report to the Returning Officer
- b) Manage the Polling Station
- c) Inspect the polling station prior to Election Day.
- d) Receive the election supplies (including binders and ballot papers) from the Returning Officer prior to election day
- e) Arrange Polling Station prior to opening of polls; including the posting of relevant notices etc.
- f) Ensure security and proper care of **ALL** record cards in binders (**REMOVAL OF RECORD CARDS AND/OR PICTURE(S) IS PROHIBITED**)
- g) Until the opening of the poll, the Presiding Officer shall keep safe all supplies issued to him/her and shall take every precaution for their safe keeping and to prevent any person from having unlawful access to them
- h) Opening and closing of polling station
- i) Open and inspect the ballot box in the presence of candidates, agents or others before the opening of the poll to ensure that it is empty
- j) Management of voters/persons within the polling station
- k) Ensure the voter dips his/her right index finger in the indelible ink provided to at least the first joint
- l) Initial and issuance of ballot paper to the voter
- m) Ensure the voter deposits his/her ballot paper inside the ballot box
- n) Cancel and initial all spoilt ballot papers by marking the word "Cancelled" across the ballot paper
- o) Record information in the station diary on electors not permitted to vote etc.

- p) Accurately fill out reconciliation form after taking of the poll
- q) Seal ballot boxes in the presence of polling agents at the close of polls
- r) Ensure ballot box is properly secured and escort ballot box along with authorized personnel to counting station
- s) Ensure return of election supplies and binders to Elections and Boundaries registration office in the respective municipality

### **Poll Clerks**

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

- a) Assist in ensuring that polling station is properly prepared, including the posting of relevant notices, for Election Day
- b) Call the voter's name and inspect the identification card of every voter entering the polling station, to ensure that his/her name is on the Voter's List or in the Electoral Binder
- c) Check binders for verification of voter when the need arise
- d) He/she directs the elector to the Presiding Officer for a Ballot paper
- e) Mark a line through the name of the elector on the Voter's List to indicate that the elector has voted
- f) Instruct and ensure that the elector dip his/her right index up to the first joint in indelible ink
- g) Observe that the elector deposits his ballot paper inside the ballot box
- h) Assist in monitoring the smooth flow of electors inside the polling station
- i) Assist with the process of sealing of documents and ballot boxes at the close of the poll

- j) Assist in the reconciliation of votes under the immediate supervision of the Presiding Officer
- k) Assist Presiding Officer as may be necessary or as directed

### **Counting Clerks**

The Counting Clerk works in the counting station. He/she assist in the reconciliation and counting of votes under the supervision of the Returning Officer.

## **5. Election Supplies**

### *Documents and Materials Used at the Polling Station*

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

**Register of Electors**—contains names of persons qualified to vote

**Ballot Paper**—a form used by the elector to cast his/her vote by marking the name or number of the candidate(s) of his or her choice

**Ballot Box**—is a container where a voter deposits his/her marked ballot paper. It is placed in full view during the taking of poll

**Stands**—used to post notices outside of polling station

**Pencils (regular/Indelible)**-used to mark the name or number of the desired candidate

**Paper Tissue**- used by elector to dry ink from index finger

**Seals (electrical tape, matches, candle)**-used to seal ballot box

**Indelible Ink** –a semi permanent ink used to stain the elector's index finger to indicate that the voter has already voted.

**Lamps (flashlight)**-used if any electrical failure

**Other Supplies (rulers, thumb tacks, garbage bags, pencil sharpeners, pens, rubber bands, exercise book, markers, paper clips)**-for use by election officers

**Padlock/keys**- used to lock boxes for transportation

**Polling Booth**—compartment that protects the secrecy of the vote

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

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

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

**Polling Station Diary**—used by Presiding Officers to record information/activities for example:

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

**Envelopes**—used, unused or spoilt election documents are to be placed in envelopes. These envelopes display the purpose for which they are to be used. The polling station's name is to be clearly indicated.

**Oath Forms**—administered to all Election Officers and witnessed by a Justice of the Peace

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

**Consecutive Numbering**-used to mark as each vote is cast

**Reconciliation Form**- used to reconcile used and unused ballots issued

**Ballot Paper Series**- used to record ballot papers issued

### ***Documents used at the Counting Station***

**Tally Sheets**--- forms used to record counting of ballot papers

**Polling Station Alphabetical Breakdown**- used to record results of votes cast in individual polling station

**Statement of the Poll**- used to record results of votes cast in all polling stations in the polling area

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

## **6. Other Stakeholders**

### **Police Officers**

Police Officers are stationed inside and outside polling and counting stations to maintain law and order at the request of the Returning Officers, Election Clerks and Presiding Officers.

### **Polling and Counting Agents**

Polling and Counting Agents are representatives of the Candidates officially designated as witnesses at polling and counting stations. Each Candidate may appoint Polling Agents and Counting Agents to attend polling and counting stations in the municipality being contested. No more than **two** Polling Agents per Political Party are allowed within the Polling Station at any time. No more than **three**

Counting Agents per Political Party are to be appointed to a Counting Station.

### Appointment of Agents

Appointment of a Polling / Counting Agent is made in writing to the Returning Officer indicating the name and address of the appointee and duly signed by the Candidate. Application forms can be obtained from the Returning Officers and any of the Elections and Boundaries Department offices countrywide. Applications are to be completed and submitted to the Returning Officer **no later than twenty– four hours** before the commencement of the poll.

### Roles and Responsibility of Agents

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

### Runners

Political agents are allowed to come inside the polling station to bring and take information from polling agents. They are allotted a **limited time** to visit the polling station.

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

## 7. WHO CAN VOTE

A person who is a registered elector under the Representation of the People Act for that respective municipality.

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

## 8. QUALIFICATIONS FOR MEMBERS

Any person who:

- a) Is a citizen of Belize; **and**
- b) A registered elector in that Municipality.

## 9. DISQUALIFICATIONS OF MEMBERS

No person shall be eligible for election as a member of a council if he/she:

- a) Is certified to be of unsound mind under the Laws of Belize
- b) Is a Public Officer other than a teacher or open vote
- c) Is in employment of the council



- d) Has been sentenced to death or imprisonment for a term exceeding 12 months
- e) Is a Returning Officer for any council election
- f) Is or becomes a member of the National Assembly
- g) Has not ordinarily resided for at least one year immediately preceding the date of the election or is not domiciled in Belize or ordinarily resident therein at the date of the election

## **10. HOLDING OF ELECTIONS (Part V)**

### **a. NOMINATION PROCESS (Regulation 48 – 52)**

- (1) On Nomination Day, the Returning Officer or any assistant duly authorized, shall attend at ten ‘o’clock in the forenoon to receive nominations of any duly qualified candidate or candidates for the seats to be filled.
- (2) Every candidate shall be proposed on one nomination paper, Form 12, signed by two persons whose names appear on the register of voters for the Municipality concerned.
- (3) The candidate shall assent to the nomination in writing by affixing his/her signature to the nomination paper.
- (4) The candidate is required to complete the attachment to the Nomination Form with the information “exactly” how he/she wishes his/her name to appear on the ballot paper.
- (5) The candidates or someone in their behalf shall make a deposit of twenty-five dollars (Town Council) fifty dollars (City Council) and if he or she fails to do so, the nomination shall be deemed to be void.

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

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

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

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

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

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

### **b. ESTABLISHMENT OF POLLING STATIONS**

The number of polling stations established will depend on the number of voters and shall be divided considering and placing as equal as possible the number of electors at each polling station.

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

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

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

For the guidance of electors when voting, notices shall be printed in conspicuous characters and placed at the polling station. Entry and Exit signs are to be visible at all times.

#### **c. WHO ARE ADMITTED IN THE POLLING STATIONS**

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

these Regulations, the Presiding Officer may cause him/her to be removed from the polling station. The Presiding Officer may at any time summon Police Officers within the polling station for the purpose of preserving order.

#### **d. CONDUCT OF ELECTION**

- (1)** Before the hour fixed for the opening of the poll the Presiding Officer and Poll Clerks shall in the presence of the candidates or their agents open the ballot box and ascertain that there are no ballot papers or other papers therein, after which the box shall be locked, and the Presiding Officer shall keep the key thereof and the box shall be placed on a table in full view of all present and maintained there until the closing of the poll.
- (2)** The Presiding Officer shall repeat the process in sub-regulations (1) for verifying that a ballot box is empty in every instance where a different ballot box is brought into service.
- (3)** The Presiding Officer shall announce the commencement of the taking of the poll and invite electors to come in an orderly manner to cast their vote.
- (4)** The voting shall commence at 7:00 a.m. on the day appointed for holding the elections, and shall close at 6:00 p.m. on the same day.
- (5)** A voter shall approach the official desk and give his/her name and voter's identification card (if he/she is in possession of one at that time) to the Election Officer, who shall announce the name of the voter in a loud tone of voice.

(6) Having found the voter's name on the list, the Poll Clerk shall proceed to strike a line through the name while another Poll Clerk assist in supervising the dipping of the voter's right index finger, at least to the first joint, in the indelible ink provided.

(7) Where the name of any person, who has been duly registered as an elector and in respect of whom a registration record has been completed does not appear on the register of electors, such person shall nevertheless, upon production of his/her identification card, be permitted to vote in the polling area in which he/she would have been entitled to vote. Provided that the Presiding Officer shall maintain a list of the names and registration numbers of the electors thus permitted to vote.

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

(9) The Presiding Officer may, at his/her discretion, and shall, if required by any candidate or polling agent at the time of the votes being received, put to any voter, who is in possession of an identification card, at the time of tendering his/her vote, the following questions, or either of them, and no other-

- a) Are you the same person whose name appears as (A.B. as the case may be) on the register of electors now in force?
- b) Have you already voted at this election either here or elsewhere for the election of members of the Council?

(10) Where any voter is, at the time of tendering his vote, not in possession of an identification card, the Presiding Officer may at his

discretion ask any question relating to his identity, his place of residence, his age and any other matter that may be of assistance in establishing the voter as being the "person whose name appear in the register" for that Municipality.

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

(11) Having been satisfied of the identity of the elector the Presiding Officer shall place his/her initial to the back of the ballot paper and deliver the ballot to the elector who may then proceed in the prescribed manner;

- a) Proceed to the polling booth;
- b) Mark the ballot paper for the candidates he/she wishes to vote for
- c) Fold the marked ballot paper so as to show the initial of Presiding Officer but conceals votes;
- d) Place the ballot paper in the ballot box provided; and
- e) Immediately exit the polling station.

(12) Where a voter has made an error in voting, the voter may hand the spoilt ballot to the Presiding Officer who shall:

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

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

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

#### **e. PROXY VOTING**

- (1) Electors who are allowed to vote by proxy are;
- a) Persons who are employed in an essential service elsewhere; such as persons employed outside Belize in any Belizean Embassy or Consulate including their spouses and dependants
  - b) Members of the Belize Defence Force
  - c) Members of the Police Force assigned for duty on election day
  - d) Persons acting as Election Officers
  - e) Persons employed in transporting or assisting an Election Officer

Provided that-

- a) The application shall be in the manner set out in Form 15 and shall be signed by the voter in the presence of a Justice of the Peace, Commissioner of Police or the Commander of the Belize Defence Force, as the occasion permits
- b) The appointment shall be made by the Returning Officer by means of a proxy paper issued by him/her in the manner set out in Form 14 on application made to him/her by the elector;
- c) A person shall not be entitled to have more than one person at a time appointed as proxy to vote for him/her at the election;

- d) A person shall not be capable of being appointed to vote as proxy unless he/she is eighteen years of age or over and not subject to any legal incapacity to vote thereat;

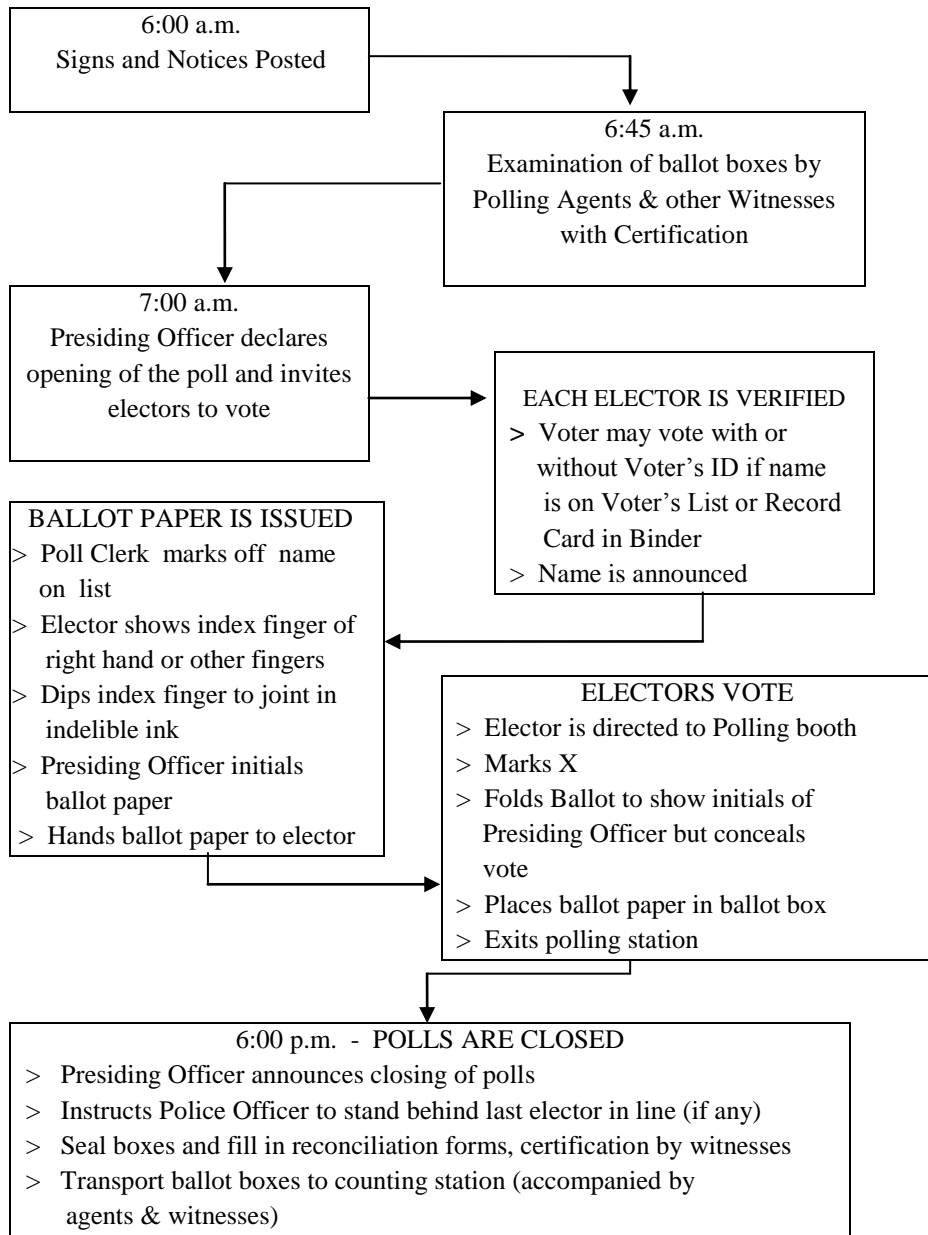
The Returning Officer shall keep a record of electors for whom proxies have been appointed and the names and addresses of the persons so appointed.

#### **f. CLOSING OF THE POLLS**

- (1) The Presiding Officer shall immediately after the close of the poll, in the presence of agents or candidates shall:-
- a) Seal and secure ballot box or boxes used at his polling station so as to prevent the introduction of additional ballot papers;
  - b) Secure the key or keys of the ballot boxes used at the poll
  - c) Seal and secure unused and spoilt ballot papers
  - d) Seal and secure marked copies of the register of electors

The Presiding Officer shall escort ballot boxes accompanied by Police Officers, polling agents and witnesses to the counting station.

### g. FLOW CHART OF THE VOTING PROCESS



### h. COUNTING OF THE BALLOTS

(1) The Returning Officer and Counting Clerks shall open sealed ballot boxes as soon as practicable after they have all been received from the polling stations.

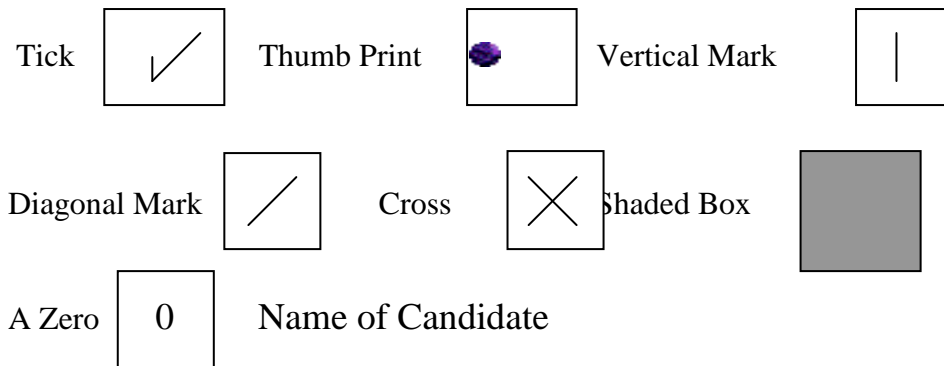
(2) Returning Officer and Counting Clerks shall in the presence of the candidates or their agents if any of them desire to be present, and of such other person or persons as he/she may deem proper, proceed respectively as follows-

- a) Proceed to examine the ballot boxes, forms and documents in his/her possession, received from each polling station
- b) They shall then proceed to count the ballot papers in the ballot box, and the unused and spoilt ballot papers, so as to ascertain whether these papers, account for all ballot papers issued for the purpose of the election in the particular polling station with which he/she is dealing and shall record in writing the result of the examination.
- c) After counting the votes as aforesaid, shall make up into one packet the ballot papers, and all other papers and documents, and the record of the result of the examination and shall seal up the packet so that the same cannot be opened without breaking the seals.
- d) Returning Officers and Counting Clerks shall, so far as is practicable, proceed continuously with the counting of the votes, allowing only time for refreshment and shall place the ballot papers and other documents relating to the election under seal and otherwise take proper precaution for their security.

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

**Shall be void and shall not be counted**

**Some examples of Marks that are Acceptable**



- (4) The Returning Officer shall endorse “rejected” on any ballot paper which he/she may reject as void and in case of a ballot paper on which any vote is to be counted hereof he/she shall endorse the words “rejected in part” and a memorandum specifying the votes to be

counted, and shall add to the endorsement “rejection objected to” if an objection be in fact made to his/her decision by any person entitled to be present

- (5) The Returning Officer shall on request allow any candidate or candidates for whom the rejected vote was given, or his/her agent, to copy the report before it is submitted.

- (6) When the ballot papers have been counted, compared and recorded in the manner aforesaid the Returning Officer shall proceed to add up the number of votes given to each candidate, and shall forthwith declare to be elected the candidate or candidates to whom the majority of votes have been given.

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

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

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

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

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

(11) As soon as possible after the counting of all ballot papers, but not later than 6:00 p.m. of the working day next thereafter, the Returning Officer shall publicly state the results of the poll and make declaration of the person or persons elected to be a member or members of the Council and shall forthwith make a return to the Chief Elections Officer, showing the number of persons who appear to have voted, and number of spoilt ballot papers, and the number of persons to whom voting papers appear to have been supplied

(12) Each Returning Officer shall as soon as may be after making the return make up into one parcel the voting papers, marked copies of the register of electors and other papers used at the polling stations and in his/her possession and shall seal the said parcel so that the parcel cannot be opened without breaking the seals. The Returning Officer shall send the parcel to the Chief Elections Officer who shall keep the parcel in safe custody and shall allow no person to have access thereto;

Provided that-

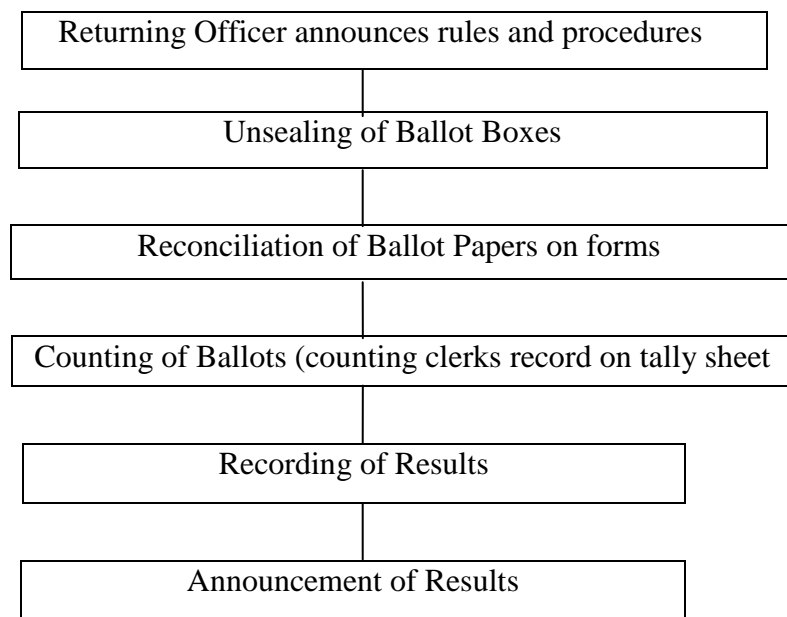
a) when an election petition has been presented questioning the validity of any election or return the Chief Elections Officer shall, on an order of the Supreme Court, deliver to the proper officer of that court, the papers in his/her possession relating to the election that is in dispute; **and**

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

## 11. GUIDELINES FOR COUNTING

- a. (i) Place **solid** votes in batches of twenty-five (25) by Candidate/Party.  
(ii) Place **questionable** votes and **split** votes in two separate batches.
- b. Tally solid votes— record and have witness confirm.
- c. Use Tally Sheets to count **Split** Votes by individual Candidate/ Party.
- d. Tally **Split** Votes by:
  - (i) Individual Candidate
  - (ii) Political Party
- e. Decide on **questionable** votes— separate **rejected** from **good** votes.
- f. File away **rejected** votes as per rules.
- g. Tally **good** votes and include in the count for solid or split votes.
- h. Tally **all** votes for **each** Ballot Box and record on multiple forms provided and have agents witness by signature.
- i. Combine votes/ results for **All** Ballot Boxes on form provided and have agents witness by signature.
- j. Share combined results with **All** Agents.
- k. Attach results of individual boxes to combined result
- l. Publicly announce results.

## 12. FLOW CHART OF THE COUNTING PROCESS



## 13. ELECTION OFFENCES

(1) A person who is the holder of a liquor license granted under the Intoxicating Liquor Licensing Act shall be prohibited from the sale of all forms of intoxicating liquor during the opening of the polls and the hour appointed for the completion of counting of ballot papers.

A person who contravenes sub-regulation (1) commits an offence and is liable on summary conviction to a fine not exceeding two thousand dollars.

(2) Every employer shall allow every voter in his employ a reasonable time during the prescribed period for voting to exercise his/her right to vote and shall not make any deduction from their pay or other remuneration

A person who contravenes sub-regulation (2) commits an offence and is liable on summary conviction to a fine not exceeding two thousand dollars or to imprisonment for a period not exceeding one year

### Offences by Election Officers

As per Belize City Council Act CAP 85, Belmopan City Council Act CAP 86 and Town Council Act, CAP 87 Part VIII "Offences," Section 148, every Election Officer who is guilty of the following offences, on conviction on indictment, is liable to be imprisoned for any term not exceeding five years.

a. makes, in any record, return or other document which he is required to keep or make under this Regulation, any entry, which he knows or has reasonable cause to believe to be false, or does not believe to be true; **or**

b. permits any person whom he knows or has reasonable cause to believe not to be a blind person or an incapacitated person to vote in the manner provided for blind persons or incapacitated person, as the case may be; **or**

c. Refuse to permit any person whom he knows or has reasonable cause to believe to be a blind person or an incapacitated person to vote in a manner provided for blind persons or incapacitated person, as the case may be; **or**

d. wilfully prevents any person from voting at polling station at which he knows or has reasonable cause to believe such person is entitled to vote; **or**



e. wilfully rejects or refuses to count any ballot paper which he knows or has reasonable cause to believe is validly cast for any candidates in accordance with the provisions of these Regulations,  
**or**

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

## **14. ELECTIONS MANAGEMENT RULES**

### **The Polling Agents**

#### **T-Shirts and Political Colours for Polling Agents**

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

#### **The Press at the Polling Station**

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

#### **Cellular Phone within Polling Stations**

Election Officers within a polling station are allowed to use cellular phones strictly to conduct official duties within polling stations. **Use by any other person is strictly prohibited.** No person shall on polling day, within a polling station, use a paging machine or any other device for electronic communication or film or take photograph or make any audio/video recording of any matter or thing on Election Day.

## **Cellular Phone within Counting Stations**

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

## **Weapons**

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

# 14. ELECTION FORMS

(Reg. 46)

## BELIZE CITY COUNCIL ACT, CHAPTER 85 Form No. 12

### Form of Nomination Paper

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

Surname	Other Names	Abode	Profession or Occupation
---------	-------------	-------	--------------------------

Perez	Carlos Ignacio <b>I.D. No. 21-1212</b>	11 Saint Joseph St.	Teacher
-------	---	---------------------	---------

I assent to the above Nomination.

(Signed by the person assenting the Nomination)

(Registered elector)  
Matilde Castellanos I.D. No.

(Registered elector)  
Rosa Trujillo I.D. No.

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

(attachment to nomination form)

### Information as requested to be stated on ballot paper

Political Party/Independent Workers Popular Party (WPP)  
(Please spell out **AND** abbreviate)

Surname	Other Names (include AKA etc)	Address	Office Sought	Colour
---------	----------------------------------	---------	---------------	--------

PEREZ	CARLOS IGNACIO "NACHO"	11 SAINT JOSEPH ST.	MAYOR	GREEN
-------	---------------------------	---------------------	-------	-------

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

**BELIZE**

**OATH OF OFFICE FOR ELECTION DUTY**

I...Carlos Ignacio Perez.....the undersigned, having been appointed  
.....Presiding Officer..... for the Benque Town Council.....  
(Give details of appointment)  
.....Election..... to be held on 4 March 2015..... do ~~\*swear/~~  
solemnly affirm that I will act faithfully in that capacity in accordance with the Provisions  
of the Representation of the People Act, and of the Rules and Regulations made there-  
under, without partiality, fear, favour or affection and to the best of my ability. I do also  
~~\*swear/~~ solemnly affirm that I will keep secret whatever information relating to the manner  
in which any person voted and might come to my knowledge while acting in that capacity.

So help me God.....  
Signature

\*Sworn/Affirmed before me this.....day of.....20.....

**Justice of the Peace**

\* **Strike out whatever is inapplicable**

**BELIZE CITY COUNCIL ACT,  
CHAPTER 85**

**Form No. 15**

**APPLICATION FOR APPOINTMENT OF PROXY**

I.....Carlos Ignacio Perez.....  
(Full Christian names and surnames)  
of.....11 Saint Joseph St..... am registered as an elector for the  
Belize City Council and I am assigned for duty as..... Presiding Officer.....  
(nature of employment)  
at.....84..... and will be absent from my polling area  
(polling area)  
on election day.

I therefore apply for the person named below to be appointed as proxy to  
vote for me.

Person to be appointed Proxy

The elector must fill this up.

Full names.....Ismelda Contreras.....  
Address...New Area, Benque Viejo.....  
Relationship, if any, to elector.....None.....

Signature..... Date.....

Signed before me this                      day of                      20.....

.....  
*Justice of the Peace  
Commissioner of Police  
Commandant, Belize Defence Force*

**BELIZE CITY COUNCIL ACT,  
CHAPTER 85**

**Form No. 14**

**PROXY PAPER**

Polling Station .....84.....

(Name of Proxy) ..Ismelda Contreras..... of

(Address) .....New Area, Benque Viejo.....

is hereby appointed as proxy for (name of elector) ..Carlos Ignacio Perez....  
who is registered as an elector for the Belize City Council to vote for him/her at the  
above-named polling station.

Returning Officer

Address .....

.....

Date.....

**ELECTIONS AND BOUNDARIES DEPARTMENT**

Municipal Elections 2015  
YEAR

MUNICIPALITY BENQUE VIEJO

Polling Area No 84

Polling Station Name Mount Carmel Primary School

Alphabetical Breakdown A - B

**Presiding Officer:**

Officer responsible for Ballots:-

Series Nos. 0001 To 0100

Series Nos. 0101 To 0200

Series Nos. 0201 To 0300

Series Nos. 0301 To 0400

Series Nos. 0401 To 0450

.....  
Name and Signature Issuing Officer

.....  
Name and Signature of Presiding Officer

**PREPARE IN DUPLICATE**

**ELECTIONS AND BOUNDARIES DEPARTMENT**

**Election Supplies for Polling Station**

1. Ballot Boxes
2. Polling Booths
3. Stands
4. Toilet Paper/Paper Napkins
5. Indelible Pencils
6. Regular Pencils
7. **Envelopes** : a) Marked copies of Registered Electors  
b) Unused Ballot Papers  
c) Spoilt Ballot Papers  
d) Rejected Ballot Papers  
e) Forms (Reconciliation, Hourly Count, Consecutive Number, Typing Sheets)
8. **Signs Marked:** EXIT( ), ENTRANCE ( ), ALPHABETICAL ORDER ( )  
DIRECTION TO ELECTORS ( ) 100 YARDS ( )
9. Voting Ink and Container
10. Ruler
11. Thumb Tacks
12. Masking Tape
13. Garbage Bags
14. Polling Station Diary
15. Pencil Sharpener
16. Pens
17. Paper Towel
18. Flashlight
19. Rubber Bands
20. Seals for Ballot Boxes
21. Exercise Books
22. Padlocks/Keys
23. Matches
24. Candles
25. Lamp
26. Markers
27. Electrical Tape
28. Paper Clips

\_\_\_\_\_  
Signature of Presiding Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Issuing Officer

**PREPARE IN DUPLICATE**

**APPOINTMENT OF POLLING/COUNTING AGENTS**

**MUNICIPAL ELECTIONS 2015**  
**YEAR**

To: The Returning Officer

.....Benque Viejo.....  
Municipality

Dear Sir/Madam,

I hereby appoint.....Sandra Ical..... of  
(Name of Appointee)

.....213 Maya St..... as **\*Polling Agent/Counting Agent**

For the .....BENQUE VIEJO..... ~~CITY~~/TOWN COUNCIL ELECTIONS

.....  
Candidate

**\* Strike out whatever is inapplicable**

**All Agents must present a picture identification card to the Returning Officer**

**MUNICIPAL ELECTIONS**

**CONSECUTIVE NUMBERS**

City/Town : Benque Viejo Polling Station Name: Mount Carmel Primary School

Polling Station No: 84 Alphabetical Breakdown: A - B

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

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

**ELECTIONS AND BOUNDARIES DEPARTMENT**

**MUNICIPAL ELECTIONS 2015  
YEAR**

**BENQUE VIEJO City/Town Council**

**HOURLY RATE OF VOTING**

Polling Station No .....84.....

Polling Station Name..Mount Carmel Primary School

Alphabetical Breakdown A - B

TIME	BALLOT PAPER SERIAL NUMBER		RUNNING TOTAL	SPOILT	TOTAL SPOILT	TOTAL BALLOTS IN BOX
	FROM	TO				
7 - 8	0001	0039	39	1	1	38
8 - 9	0040	0130	130		1	129
9 - 10	0131	0186	186		1	185
10 - 11	0187	0230	230		1	229
11 - 12	0231	0270	270		1	269
12 - 1	0271	0299	299		1	298
1 - 2	0300	0310	310		1	309
2 - 3	0311	0315	315		1	314
3 - 4	0316	0329	329	1	2	327
4 - 5	0330	0344	344		2	342
5 - 6	0345	0359	359		2	357

Presiding Officer



( Use during count)

**ELECTIONS AND BOUNDARIES DEPARTMENT  
Polling Station Alphabetical Breakdown**

**Municipality: Benque Viejo del Carmen**

**Polling Station No 84 Polling Station Name Mount Carmel Primary School**

**Alphabetical Breakdown A - B**

	<u>NAME OF CANDIDATE</u>	<u>NO OF VOTES RECEIVED</u>
1. Number of votes cast for	<u>Carlos Ignacio Perez</u>	<u>200</u>
2. Number of votes cast for	<u>Maria Ojeda</u>	<u>150</u>
3. Number of votes cast for	<u>John Doe</u>	<u>200</u>
4. Number of votes cast for	<u>Jane Doe</u>	<u>150</u>
5. Number of votes cast for	<u>Pedro Tun</u>	<u>100</u>
6. Number of votes cast for	<u>Diana Wright</u>	<u>180</u>
7. Number of votes cast for	<u>Wilfred Peters</u>	<u>120</u>
8. Number of votes cast for	.....	.....
9. Number of votes cast for	.....	.....
10. Number of votes cast for	.....	.....
<b>11. Total number of votes cast</b>		<b><u>1100</u></b>
<i>( Sum of 1 to 10)</i>		

**Total number of rejected ballots 5**

- a) Total Number of ballots cast 357
- b) Number of spoilt ballot papers 2
- c) Number of ballot papers used (a + b) 359
- d) Number of unused ballot papers(Undetached from books) 91
- e) Total ballots paper issued (c + d) 450

**I HEREBY CERTIFY** that the above statement is correct.

.....	.....	.....
<b>Returning Officer</b>	<b>Witness</b>	<b>Witness</b>
.....	.....	.....
<b>Witness</b>	<b>Witness</b>	<b>Witness</b>
.....	.....	.....
<b>Witness</b>	<b>Witness</b>	<b>Witness</b>

**ELECTIONS AND BOUNDARIES DEPARTMENT  
Statement of Poll (Municipality)**

**Municipality Benque Viejo del Carmen Polling Station No(s) 83 & 84**

	<u>NAME OF CANDIDATE</u>	<u>NO OF VOTES RECEIVED</u>
1. Number of votes cast for	<u>Carlos Ignacio Perez</u>	<u>1500</u>
2. Number of votes cast for	<u>Maria Ojeda</u>	<u>1500</u>
3. Number of votes cast for	<u>John Doe</u>	<u>2000</u>
4. Number of votes cast for	<u>Jane Doe</u>	<u>1500</u>
5. Number of votes cast for	<u>Pedro Tun</u>	<u>1000</u>
6. Number of votes cast for	<u>Diana Wright</u>	<u>1800</u>
7. Number of votes cast for	<u>Wilfred Peters</u>	<u>1200</u>
8. Number of votes cast for	.....	.....
9. Number of votes cast for	.....	.....
10. Number of votes cast for	.....	.....
<b>11. Total number of votes cast</b>		<b><u>10500</u></b>
<i>( Sum of 1 to 10)</i>		

**Total number of rejected ballots 5**

- a) Total Number of ballots cast 1000
- b) Number of spoilt ballot papers 10
- c) Number of ballot papers used (a + b) 1010
- d) Number of unused ballot papers(Undetached from books) 190
- e) Total ballots paper issued (c + d) 1200

**I HEREBY CERTIFY** that the above statement is correct and that a copy was handed to each of the agents who were present at the count

.....	.....	.....
<b>Returning Officer</b>	<b>Witness</b>	<b>Witness</b>
.....	.....	.....
<b>Witness</b>	<b>Witness</b>	<b>Witness</b>
.....	.....	.....
<b>Witness</b>	<b>Witness</b>	<b>Witness</b>



## **ELECTIONS AND BOUNDARIES DEPARTMENT**

### **MUNICIPAL ELECTIONS 2015 YEAR**

#### **RETURN AFTER POLL HAS BEEN TAKEN**

I hereby certify that the members for the BELIZE  
\* City/Town Council in pursuance of \*Belize City Council Act/  
~~Belmopan City Council Act/Town Council Act~~ as having received the  
majority votes lawfully given are:

<b><u>NAME</u></b>	<b><u>OFFICE</u></b>	<b><u>VOTES RECEIVED</u></b>	<b><u>PARTY</u></b>
Carlos Ignacio Perez	Mayor	1500	Peoples National Party
Maria Ojeda	Councillor	1500	Peoples National Party
John Doe	Councillor	2000	Peoples National Party
Jane Doe	Councillor	1500	Peoples National Party
Pedro Tun	Councillor	1000	Peoples National Party
Diana Wright	Councillor	1800	Peoples National Party
Wilfred Peters	Councillor	1200	Peoples National Party

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**Returning Officer**

**To: Elections and Boundaries Commission**  
(Through Chief Elections Officer)

## **BELIZE CITY COUNCIL**

### **Direction for Guidance of Electors**

#### **(REGISTRATION OF ELECTORS AND ELECTIONS)REGULATIONS**

##### **DIRECTIONS**

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

**MUNICIPAL ELECTIONS  
(REGISTRATION OF ELECTORS  
AND ELECTIONS) REGULATIONS**

**REGULATION 158 (1)**

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

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

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