



Guidelines of the Presidential Elections 2018 in the Arab Republic of Egypt

Disclaimer: This is an unofficial translation- in case of any discrepancy between the English and Arabic text, the Arabic text prevails.

Dear Judges of Egypt,

Protectors and Guardians of the Law,

Your homeland invites you today to supervise one of the most important elections that the National Election Authority manages and supervises which is the 2018 Presidential Election. You are the source of people's trust and you are undertaking your role in supervising the elections.

The National Election Authority (NEA) presents the governing rules of the presidential election 2018 electoral process. And we wish you permanent success.

“Do [as you will], for Allah will see your deeds, and [so, will] His Messenger and the believers.”

March 2018

President of the National Election Authority

Judge/

Lasheen Ibrahim

Vice-President of the Court of Cassation



First: A Brief Guideline on the Submission of Electoral Papers in Accordance to the Form Numbers

A Brief Guideline on the Submission of Electoral Papers in accordance to the Form Numbers

Firstly – The papers, documents and supplies which the presiding officer submits to the archiving committee:

- 1- Form number (12) presidential elections inside the plastic bag.
- 2- Used ballot papers inside the plastic bag.
- 3- Unused ballot papers, and the counterfoil of the used ballot papers booklets inside the sack.
- 4- Stamp of the polling station.
- All of the above shall be placed within the blue duffle bag, which is sealed with a plastic security seal and is prepared for this purpose.

Secondly – The papers and documents which the presiding officer submits to the General Committee:

- 1- A copy of the paper's delivery receipt to the archiving committee form number (31) presidential elections.
- 2- Form number (14) presidential elections.
- 3- Form number (15) presidential elections.
- 4- Form number (16) presidential elections.
- 5- Form number (17) presidential elections.
- 6- Form number (18) presidential elections.
- 7- Form number (19) presidential elections.
- 8- Form number (20) presidential elections.
- 9- Form number (21) presidential elections.
- 10- Form number (36) presidential elections ((if found))
- 11- Form number (37) presidential elections ((if found))

Thirdly – The papers, documents and supplies which the head of the Archiving Committee submits to the Monitoring Committee at the Court of First Instance:

- 1- Form number (30) presidential elections.
- 2- Booklets of used delivery receipts, form number (31) presidential elections.
- 3- The blue duffle bags, which are sealed with plastic security seals and have the number of the polling station written on each bag.

Fourthly – The papers, documents and supplies which the head of the General Committee submits to the Monitoring Committee at the Court of First Instance:

- 1- Form number (14) presidential elections.
- 2- Form number (15) presidential elections.
- 3- Form number (16) presidential elections.
- 4- Form number (17) presidential elections.
- 5- Form number (18) presidential elections.
- 6- Form number (19) presidential elections.
- 7- Form number (20) presidential elections.
- 8- Form number (21) presidential elections.
- 9- Form number (23) presidential elections.

- 10- Form number (24) presidential elections.
- 11- Form number (25) presidential elections.
- 12- Form number (26) presidential elections.
- 13- Form number (28) presidential elections.
- 14- Booklets of used receipts form number (29) presidential elections.
- 15- The General Committee's copy of the delivery receipts for the submission of the papers to the Archiving Committee, form number (31) presidential elections.
- 16- Form number (36) presidential elections ((if found))
- 17- Form number (37) presidential elections ((if found))
- 18- Stamp of the General Committee.

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Second

The Rules Governing the Polling Stations Operation

Firstly- Who Has the Right to Enter the Polling Station Following the Approval of the Presiding Officer

1- The Candidate's Representative and Agent:

- They have the right to attend and follow the electoral process; to document their observations in the proceedings report of the polling station without interfering in the process of polling or counting. The candidate's agent should stay throughout the process of polling and counting. If the agent leaves the polling station, the presiding officer should document this in the report and the representative should sign in the report on the date and hour of his absence, or the presiding officer shall document his refusal to sign.
- The attendance of the representatives should be based on the delegation *form no. 38 presidential elections* that is signed by the Executive Director of the National Election Authority and upon notifying the Court of First Instance. The candidate's representatives are not required to be registered on the voters list of the polling station or the General Committee. However, representatives ought to be registered in the voter's database nationwide.
- The agents can attend based on the document of an official delegation or authorization *form no. 39 presidential elections* that is signed by the Executive Director of the National Election Authority and to which the Court of First Instance is notified.

NB: Each candidate has the right to delegate his representative to stay overnight based on delegation *form no. 40 presidential elections* which is signed by the Executive Director of the National Election Authority and to which the Court of First Instance is notified. The role of the representative is restricted to spending the night in front of the location where the ballot boxes are stored after the end of the voting process and the closure of the polling center on the first and second polling days.

2- Observers:

- Domestic and foreign civil society organizations observers and observers from international entities who hold an authorization from the National Election Authority can observe the electoral process as per the regulations stipulated by the National Election Authority, without any interference whatsoever.
- Election observation refers to all the actions pertaining to checking out, watching and observing all the procedures of the electoral process; polling; counting and announcing the aggregate summation of votes.
- The observation period inside the polling station must not exceed 30 minutes. The presiding officer can reduce the duration of observation inside the polling station due to crowdedness.
- Attendance during the counting process is permitted from the beginning until the announcement of the number of votes that each candidate received without the restriction of the 30 minutes duration.
An interpreter is allowed to enter as an escort to the international observer under the condition of holding an authorization from the National Election Authority.

3- Media Outlets:

- All media outlets; written, audio, visual and electronic, that are accredited by the National Election Authority can cover the polling & counting procedures and the announcement of the results without interfering in the electoral process whatsoever and in accordance with the regulations issued by National Election Authority.
- It is prohibited to conduct any press, TV, radio, digital interviews or talks.
- The period of media personnel's presence inside the polling station must not exceed 30 minutes. The presiding officer can reduce the duration of observers' stay inside the polling station due to crowdedness.
- The polling and counting processes must not be captured on camera unless the presiding officer permits so.
- Attendance during the counting process is permitted from the beginning until the announcement of the number of votes that each candidate received without the restriction of the 30 minutes duration.

4- Visitors:

- Visitors are the members of electoral commissions from different countries globally-and they are the National Election Authority's guests. Diplomats who are authorized by the National Election Authority to observe elections are included within the visitors' category.
An interpreter is allowed to enter as an escort to the foreign visitors under the condition of holding an authorization from the National Election Authority.
- Anyone with an authorization from the National Election Authority should be allowed inside the polling station.
- The visitor has the observers' rights and should abide by the regulations that observers should follow.

Below are all the templates for election observation authorizations issued by the National Election Authority:



Second - Pre-polling Procedures

(Before 9:00 am)

1- Prior to the beginning of the election day, the presiding officer should ensure that:

- The poster demonstrating the polling station number is visible outside the polling station location.
- There are signs inside and outside the polling station to facilitate the process of voting.
- All campaigning material is removed for any candidate around the polling center.
- There is good lighting inside the polling station.
- Security of the polling station's windows and easiness of securing it.
- Voters' mobility is smooth within the polling station.
- The voters' queue is organized in coordination with the individual in charge of securing the polling center - under the supervision of the queue coordinator – and also guiding voters to their numbers on the voters' list; organizing the entry to and exit from the polling station, whilst taking into consideration that priority is granted to the elders and persons with disabilities.
- The phone number of the head of the security forces is saved to seek help, when necessary.

The presiding officer decides the following:

- The electoral parameter.
- The location of candidate' representatives and observers inside the polling station, in order to ensure that they are able to follow the electoral process without delaying or hindering it.

2- Checking the Electoral Process Tools:

The presiding officer should make sure that the following is available inside the polling station:

- One or more voting booths placed in relation to the available space inside the polling station, and the number of registered voters. The voting booth should also enable the presiding officer to follow the electoral process and ensure the secrecy of the vote. The voting booth should be located - as shown in the picture – giving the voter the medium to cast his vote whilst giving his back to the presiding officer.
- The presence of a sufficient number of large transparent plastic ballot boxes. One ballot box should be available for every 3000 voters, approximately. On the side of each ballot box, the following should be available: the information label with the polling station number; and the serial number of the ballot box in case of using more than one ballot box, for example: polling station number (35/1), polling station number (35/2).



A closed box which include the following inside:

- One copy of the civil servants' attendance form (*form no. 16 presidential elections*).
- One copy of the voters list whom are registered in the polling station (*form no. 13 presidential elections*) to be placed outside the polling station.
- The voting list of the presiding officer and poll workers (*form no. 15 presidential elections*).
- The voting list of the head and members of the Monitoring Committee in the Court of First Instance (*form no. 36 presidential elections, if available*)
- The voting list of the head and members of the General Committee (*form no. 37 presidential elections, if available*)
- At least once copy of the following *forms (14, 17, 18, 19, 20 and 21) presidential elections* and two copies of *form no. 22 presidential elections*.
- One transparent plastic bag to store the polling stations reports.
- One transparent plastic bag to store the voters list (*form no. 12 presidential elections*).
- A sufficient number of plastic seals, 5 seals for each ballot box, in addition to a number of spare seals for use when locking the location where the ballot boxes are stored at the end of polling on the first and second days - or to be used when necessary.
- The stamp of the polling station.
- A sufficient number of tamper evident adhesive seals.
- A sufficient number of indelible ink- one bottle for every 500 voters.
- Necessary stationery tools (such as envelopes, pens, paper, ...)
- Blue duffle bag to collect all the electoral process papers.



- A plastic sack to store unused ballot papers and the **counterfoil of the used ballot papers' booklet**.
- Inform the police security forces in the polling center or call the General Committee, if there is any shortage in the above-mentioned electoral materials.

NB: On the day before the beginning of polling, the presiding officer receives from the Monitoring Committee at the Court of First Instance:

- A secured carton box that contains the ballot papers booklets.



- One copy of the registered voter list in the polling station *form no. (12) presidential elections*.
- One copy of the registered voter list in the polling station *form no. (13) presidential elections* to be handed to the queue coordinator.
- A rose color list including the out of country voters' names (*form no. 12/A presidential elections*). The list should include the total number of voters who were called on to vote in the polling station after deducting the out-of-country voters.

3- Before the beginning of the voting process:

The presiding officer-in person- should do the following:

First: Document the attendance of the secretaries and poll workers using the polling station's workers' attendance *form no. 16 presidential elections*.

Second: Check *form no. 38 presidential elections* of each candidate's representative which is certified by the Executive Director of the National Election Authority and notifying the Court of First Instance. The form's information should match the representative's national ID number. And should be attached to the polling station's proceedings report.

Third: Exclude the names of the voters whose names were included in the rose *form no. 12/A* by placing a mark beside those who voted out-of-country in the voter list *form no. 12 presidential elections*.

Fourth: Split the voter list *form no. 12 presidential elections* among the secretaries of the polling station according to the serial number of the voters lists in a way that does not damage it.

Fifth: Ensure that the ballot box is empty and show it to the attendees; select any four plastic security seals to seal the sides of the ballot box; read the serial numbers of the seals publicly; document the numbers in the polling station's proceedings report (form no. 14 presidential elections) and; seal the plastic seals in the place that is allocated for it.

Sixth: Open the security marks of the carton box that was delivered to the presiding officer from the Monitoring Committee at the Court of First Instance on the day preceding the elections day; unpacking the contents of the box, bearing in mind that each booklet contains 100 ballot paper, then review the serial numbers of each booklet (the start and end) publicly in front of the attendees. In case of any serial number mistake, the booklet must be excluded. This shall be documented in the polling station's proceedings report (form no. 14 presidential elections).

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Thirdly – The Polling Process

(9:00 am)

1- The Beginning of the Polling Process:

- The polling process starts at 9:00 am. This shall be documented in the polling station's proceedings report (*form no. 14 presidential elections*) even if any of the candidates' representatives or the candidates themselves were absent.
- Polling starts by allowing the presiding officer and the poll workers of the polling station to cast their votes. This shall be documented in *form no. 15 presidential elections*. The head and members of the General Committee, as well as the head and members of the Monitoring Committee in the Court of First Instance who attend, shall be allowed to cast their votes. This should be documented in the comments of the polling station's proceedings report (*form no. 14 presidential elections*). Further documentation is required under *form no. 36 presidential elections* in relation to the Monitoring Committee, **if any**, as well as *form no. 37 presidential elections* in relation to the General Committee, **if any**. Candidate representatives should be allowed to cast their votes if their names are on the voters list in the polling station.

NB: Forms no. 36 and 37 presidential elections are delivered to the polling stations (that are pre-determined by the National Election Authority) and are assigned as the only polling stations where the president and members of the General Committees and the Monitoring Committee in the Court of First Instance can cast their votes.

- Allowing voters to enter based on a 'first come, first served' basis. The presiding officer specifies the number of voters who are allowed to enter based on the number of voting booths inside the polling station.
- The presiding officer verifies the voter's identity - in person - based on the original national ID card, even if its validity period expired. There are no other means of verification other than the original national ID card or the passport that includes the national ID number.
- Also, the presiding officer should check that there is no indelible ink on any of the voter's fingers before allowing him to vote.

NB: The back of the ballot paper must be stamped with the polling station's stamp, before giving it to the voter, in a place that is far from the space allocated for voters to express their opinion.

2- Signing on the Voter List:

- The polling station's secretary writes down the last two numbers of the voter's national ID number in the allocated spot for this purpose in *form no. 12 presidential elections*.
- The voter signs or uses his fingerprint – once - in the corresponding cell in *form no. 12 presidential elections*.
- The polling station's secretary signs in the allocated space for this purpose besides the voter's signature.

3- The voter receives a ballot paper from the presiding officer after handing over his national ID.

4- The voter casts the vote in the voting booth, then he puts the ballot paper inside the ballot box under the supervision of the civil servant that the presiding officer assigned this task to.

- Due to some voters photographing the ballot paper using their mobile phones as evidence for voting in favor of a certain candidate, serves as an indication that voting took place either under a promise or a threat, therefore presiding officers must observe this behavior and prevent it as well as issue a note with such an incident for those who get caught. Presiding officers should also observe the voter's insertion of the ballot paper in the ballot box. In the case of trying to leave the premises with the ballot paper, a note should be issued with this incident for those who get caught.



5- The voter must put his right index finger in the indelible ink:

- In case of any disability in the right hand's index finger, the left hand's index finger can be used. In case of a disability of left hand's index finger as well, then the voter can put any other finger in the ink.
- If the voter rejects putting his finger in the indelible ink, the voter shall not receive his national ID card and the presiding officer should document the incident in the procedures report *form no. 14 presidential elections*. A note shall be issued outlining incident, which is then handed over to the head of the security forces in order to send the voter to the Public Prosecutor.

How to use the indelible Ink:

- The ink bottle must be shaken before opening it.
- The ink should not be poured in the bottle's cover or any other medium.
- Ensure that the right hand's index finger is put in the ink until it reaches the first joint of the finger.
- The voter should be guided to put the finger upward in the air until it dries.
- One can refer to the informational poster that is put inside the polling station explaining the steps on the use of the indelible ink.

6- The voter receives the national ID card from the presiding officer after putting his finger in the indelible ink.

7- General Comments:

A- How to deal with the 'face-veiled' Woman in a Niqab/burka:

- The presiding officer should verify the identity of the woman in a burka, and that she did not previously put her finger in the indelible ink. The presiding officer can assign one of the female poll workers to do this task.
- In case of a woman wearing the burka rejecting the above, she shall not be allowed to cast her vote.

B- If a voter requested assistance in casting the vote:

- Voters with disabilities who cannot cast their votes on their own are permitted to seek the help of the presiding officer **only** to cast their votes (according to article 44 of the Law Regulating the Exercise of Political Rights no. 45/2014). The presiding officer must document this in the polling station's proceedings report *form no. 14 presidential elections*.

C- If the ballot box becomes full at any time during the polling period:

- If the first ballot box became full anytime, the top opening of the box where voters insert their ballot papers shall be sealed with a plastic security seal. The serial number of the plastic security seal shall be documented in *form no. 14 presidential elections* and a new empty ballot box shall be used. The four side openings of the new ballot box must be sealed with plastic security seals and the serial numbers of the plastic security seals must be documented in *form no. 14 presidential elections*.

D- The Break Time:

- Voting stops temporarily for a one-hour break that starts at 3:00 pm and ends at 4:00 pm. The presiding officer must close the polling station with a secured seal after ensuring that the windows and doors are properly closed. Also, the top opening of each used ballot box must be sealed with a plastic security seal and the serial number of the security seal must be documented in *form no. 14 presidential elections*. All the other papers and belongings of the polling station must be stored safely-as the presiding officer sees fit - until the end of the one-hour break. It is prohibited that the presiding officer or any of the poll workers depart the surroundings of the polling center under any circumstance during the one-hour break.



E- In case of any person's violation of the law inside the polling station:

- The presiding officer shall catch any violation of the law; seek help from the polling center's security forces; write a note documenting the incident; and deliver it to the head of the security forces alongside the accused person to be sent to Public Prosecutor.

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Fourthly- The Concluding Procedures of the First Day

1- End of voting at 9:00 pm:

- The polling station must not be closed before 9:00 pm even if there are no voters present within the electoral parameter. This is applicable in case the National Election Authority issued a decree on extending the work of the polling stations.

2- Closing the Ballot Box:

- The presiding officer seals the top opening of the ballot box which is used for inserting ballot papers inside the box. The presiding officer must document the serial number of the plastic security seal in the polling station's proceedings report *form no. 14 presidential elections*.
- The candidate representatives and observers are allowed to document the serial number of the plastic security seal.

3- Checking the number of voters who casted their votes:

- The presiding officer counts the number of voters who voted as per the voter list *form no. 12 presidential elections* and this shall be documented in the polling station's proceedings report *form no. 14 presidential elections*.

4- Completing the issuance of the first day's proceedings report *form no. 14 presidential elections*:

The following data must be documented:

- The time of opening and closing the polling station.
- Names of the polling station's secretaries and each candidate's representative.
- The number of voters who voted after counting the signatures on the voter list (including the number of the presiding officer and the poll workers who voted as well as the number of the head and members of the General Committee and the Monitoring Committee in the Court of First Instance who voted, "if any").
- The signature of each candidate's representative who were present in the polling station on all the report's pages.
- All the violations of the law that were caught and the procedures that were undertaken.
- Any other comments that the presiding officer thinks are important to be documented in the report.

5- Closing the Polling Station, or the Premises of Storing the Ballot Box:

- The presiding officer closes the polling station in the presence of the representative of each candidate, observers, and the head of the security forces. The same applies also when closing the premises where the ballot boxes are stored. The sealing method could either be a plastic security seal and its serial number gets documented or a regular lock can be used, red waxed and stamped with the presiding officer's stamp, or by both methods can be used together.
 - The candidate's representative is allowed to stay overnight in front of this premises door if he wished to.
 - This shall be documented in the closing of the ballot box storage premises report on the first day *form no. 17 presidential elections*. The subject report

should also be signed by the presiding officer, polling station's secretary, each candidate's representative, the overnight representative, and the head of the security forces.

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Fifthly- Second Day Opening Procedures

1. Verifying that the safety of the seals on the door:

- The presiding officer shall verify that the seals on the polling station or the ballot boxes storage site are functional. This shall take place in the presence of the attending representatives of each candidate, in case they were present, and is to be witnessed by the person responsible for the security forces.
- Release the stamps and open the polling station
- Make sure that the windows and ballot boxes are safe
- If the stamps or the ballot boxes seals are damaged, then this shall be documented using the polling station's proceedings report, (*form no. 14 presidential election*). The General Committee shall be immediately notified.
- Another new ballot box shall be used. The voting process begins while keeping the previously mentioned suspended ballot boxes until the General Committee issues its decision in their regards. The Monitoring Committee, located in the Court of First Instance, shall also be notified.

2. Before Polling:

The presiding officer shall:

- Verify that the ballot papers booklets, all papers, and the polling station's reports are safe.
- Match the serial numbers of the plastic security seals put on the ballot box with the serial number stated in the polling station's proceedings report, (*form no. 14) presidential election*). Open the plastic security seal of the ballot box top opening only.

3. Voting process on the second day:

- Voting shall begin at 9 am and the procedures adopted on the first day shall be repeated until 9 pm.

4. Closing the polling station or the premises where the ballot box is stored on the second day:

- Follow the same procedures for closing the polling station or the premises used for storing the ballot boxes adopted on the first day (page 25 Arabic Version, bullet no. 5).

All of this shall be documented in the proceedings report for the closing of the premises of storing the ballot boxes for the second day, (*form no. 18 presidential elections*). The presiding officer, the polling station's secretary, the representative of each candidate, **over-night shift** representative, and the security forces head shall all sign the previously mentioned proceedings report.

Sixth- Third Day Opening Procedures

- Same as the second day procedures (pages 26, 27 Arabic Version), bullet numbers 1, 2, 3, and 4.

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Seventh- Counting Procedures

1. Who has the right to attend the counting process and the announcement of the aggregate sum of votes:

- The representative or agent of each candidate has the right to attend.
- This right is also given to the civil society organizations, whether domestic or foreign as well as international entities.
- Media outlets that are licensed and authorized by the National Election Authority to attend. **In case of crowdedness, a lottery is administered among them so that a maximum of three persons from each category are allowed to attend.**

2. Starting the Counting Process:

- In the presence of the **secretaries**, poll workers, representatives of each candidate, media representatives and observers, and visitors, the Presiding Officer shall:

- 1- Unlock the plastic seals placed on the ballot boxes.
- 2- Empty the ballot boxes content in full on the table and show the attendees that the box became empty.
- 3- Open the folded ballot papers, one after the other, put them on the table with the back side facing up. This is performed with the assistance of the **secretaries**.
- 4- Classifying the ballot papers in three piles, one pile for the invalid votes and one pile for each candidate.
- 5- Counting and recording the number of invalid as well as the valid votes that each candidate received.

N.B.: the ballot paper is regarded as valid if it showed that the intent of the voter was clear.

Guiding Examples of Valid and Invalid Votes

Candidate's Name	✓
Candidate's Name	x
Valid vote, in favor of first candidate	

Candidate's Name	x
Candidate's Name	x
This vote is invalid	

Candidate's Name	No
------------------	----

Candidate's Name	I agree if
------------------	-----------------

Candidate's Name	Yes
Valid vote, in favor of second candidate	

Candidate's Name	
This vote is invalid	

Candidate's Name	Candidate's Name
Candidate's Name	
Valid vote, in favor of first candidate	

Candidate's Name	
Candidate's Name	Voter's Name & signature
This vote is invalid	

Candidate's Name	I don't agree
Candidate's Name	I agree
Valid vote, in favor of second candidate	

Candidate's Name	<input type="radio"/>
Candidate's Name	
Valid vote, in favor of first candidate	

6- The number of valid votes must be equal to the total sum of votes counted for both candidates.

7- Issuing a report for the counting proceedings, on *form no. 19 presidential election*. Each page of the report shall be signed by the presiding officer, polling station's secretary, and the attending candidates' representative.

N.B.: the total number of voters that should be recorded include those who are called on to vote in the polling station based on the data provided in the rose list *form no. 12/A presidential election*.

3. Announcing the number of Votes:

- The presiding officer shall announce the result of the count. This announcement shall include the number of voters registered (based on the rose list), the number of those who voted (**including number of the presiding officer, poll workers who voted, also the number of the General Committee heads and members who voted, and the Monitoring Committee of the Court of First Instance who voted, if any**). The public announcement shall also state the number of invalid and valid votes as well as the number of votes that each candidate got.

4. Delivering the count result to the representative of each candidate:

- The representative of each candidate shall sign *form no. 21 presidential election*, acknowledging the receipt of a copy of the aggregate sum of the votes, *form no. 22 presidential election*. The number of votes casted for each candidate shall be written in digits and in letters as follows:

Example:

150	One Hundred and Fifty Only
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Eighth- Procedures for Archiving the Electoral Papers and Tools

1. Archiving the ballot papers, lists and proceedings reports:

The presiding officer shall:

- Place the used ballot papers in a plastic bag and secure it with an adhesive tamper-evident seal. Record the seal number in the proceedings report issued for the polling station's counting proceedings report, *form no. 19 presidential elections*.



- Place the unused ballot papers and the used ballot papers' **counterfoils** in the sack prepared for this purpose. Secure the sack with a plastic security seal. Record the seal's number on the proceedings report issued for the polling station's counting proceedings report, *form no. 19 presidential election*.



- **After confirming that all the voters list pages comply with the number of pages stipulated in the last page**, put the voters list, *form no. 12 presidential election*, inside the plastic bag prepared for this purpose. Secure the plastic bag with an adhesive tamper-evident seal. Record the seal number in the proceedings report issued for the polling station's counting proceedings report, *form no. 19 presidential elections*. It is worth noting that these shall be reviewed and the number of pages shall be counted by the Archiving Committee's head.
- Place the plastic bag that contains the used ballots and the plastic bag that contains the voters' list, *form no. 12 presidential election*, and the sack that contains the unused ballot papers as well as used ballot papers' booklet

counterfoils and also the polling station stamp inside the blue duffle bag. Secure the blue duffle bag with a plastic security seal. Record the seal number in the proceedings report issued for the polling station's counting report, *form no. 19 presidential election*.



- Place the polling station's proceedings report and its attachments, *form no. 14 presidential election*, the list comprising the names of the presiding officer and poll workers who cast their votes in the 2018 presidential election, *form no. 15 presidential election*, together with the poll workers' attendance sheet, *form no. 16 presidential election*, and the two proceedings reports for closing the polling station's ballot box storage site for the first and second days, *forms no. 17 and 18 presidential election*, and the proceedings report for counting the votes in the polling station, *form no. 19 presidential election*, the register of counting the votes in the polling station's ballot box, *form no. 20 presidential election*, the report for counting and tabulating of the votes that each candidate received, *form no. 21 presidential election*. The list of the names that includes the Monitoring Committee head and members of the Court of First Instance, who voted in the 2018 presidential elections, *if any, form no. 36 presidential elections*). The list of names that include the General Committee Head and members who voted in the 2018 presidential election, *if any, form no. 37 presidential elections*). All shall be placed inside the plastic bag prepared for this purpose.



2. The other tools used in the electoral process:

- Empty ballot boxes, indelible ink, voting booths, list of the voters who cast their votes abroad, form no. 12/A presidential elections, two copies of the voters list, *form no. 13 presidential elections*. All these items shall remain in the polling station and are to be collected by the Ministry of Interior Representative.

3. Delivering the polling papers and results:

- The presiding officer, accompanied by the polling station's secretary and the security forces shall head to the General Committee and **do the following in the specified order:**

First: Hand the Archiving Committee President the blue duffle bag that contains the bag that contains the voters' list, *form no. 12 presidential election*, and the plastic bag that contains the used ballot papers; the plastic sack that contains the unused ballot papers and **used ballot papers' counterfoils** and the polling station stamp.

Upon delivering the afore-stated to the head of the Archiving Committee, Presiding Officer will receive two receipt copies proving that he delivered the polling station documents, *form no. 31 presidential elections*. The Presiding Officer shall keep one of the two previously mentioned receipts copies, and deliver the other one together with all the polling station reports to the President of the General Committee.

Second: Deliver the copy of the receipt, proving that the Archiving Committee had received the electoral documents, to the Head of the General Committee. Then the presiding officer shall deliver the transparent plastic bag that contains all the proceeding reports to the head of the general committee who shall provide the Presiding Officer with a receipt copy; proving receiving the polling station documents, *form no. 29 presidential elections*.



Third

Rules Governing the Work of the General Committees

First- Instructions governing the work of the General Committees prior to election day:

- 1- The Head of the General Committee and its members at the Court of First Instance ought to be present prior to election day to receive the papers and records of the General Committee.
- 2- The Head and the members of the General Committees ought to leave their phone numbers with the Head of the Monitoring Committee at the Court of First Instance in order for him to be able to communicate with them throughout the period of the work of the General Committee.
- 3- The Head and members of General Committees shall receive a list from the Head of the Monitoring Committee at the Court of First Instance, including the names of members of judicial entities and authorities who are presiding officers, as well as their phone numbers and polling stations that they supervise.
- 4- Receiving the official letter sent from the National Election Authority determining the specific polling stations where the Head and members of the General Committee can cast their votes.

Second- Instructions governing the work of the General Committees during the election days:

- 1- The Head of the General Committee and its members ought to be present at the General Committee during the election days at 9:00 am. Once the Head arrives, he should pull out the proceedings report form number (23) Presidential Elections, and he will document the attendance of secretaries and members of the Committee in the civil servants attendance form of the General Committee and the Archiving Committee, form number (24) Presidential Elections.
- 2- The Head and members of the General Committees must ensure that the voting starts on the specified time across all polling stations and to notify the Head of the Monitoring Committee at the Court of First Instance with that.
- 3- The Head and members of the General Committees shall head to the polling stations -pre-determined by the National Election Authority- to cast their votes.
- 4- The Head and members of the General Committee shall supervise the polling stations all day, and shall work to remove the campaigning posters especially around the polling center and the areas pertaining to the election, or any other electoral violations whilst seeking the help of the security forces with them or the other forces present to ensure security at the polling stations, and to prove that in the committee's proceedings report number (23) Presidential Elections.
- 5- The Head and members of the General Committees shall continue their work until they ensure the closing of the last polling station affiliated to the General Committee after the first and second days of the election days, and until the last polling station submits the final results to the General Committee, in addition to completing all duties of the General Committees until the end of the third election day, and proving that in the committee's proceedings report form number (23) for the presidential elections. They will continue their duties for 24 hours after announcing the aggregate summation in order to receive grievances.
- 6- The Head of the General Committee shall receive the complaints from the candidate's agents and shall undertake the plausible decision for all complaints

submitted, and shall record that in the General Committee's proceedings report form number (23) presidential elections. The official complaint shall be attached to the subject report.

- 7- The Head of the General Committee must record all appeals submitted by all candidates and their agents regarding the accuracy of voting or counting processes at the polling stations, in the register concerning recording complaints regarding polling and counting procedures-form number (28) Presidential Elections. The General Committee shall decide on these complaints after private deliberation and decisions are issued with an absolute majority. In case votes are equal, the side of the Head prevails. The Head then publicly announces the decision of the committee along with its reasons.

Third- Instructions governing the duties of the General Committees during the counting and tabulation of votes that were received from the polling stations:

Article (37) of Decree no. 22/2014 on the regulation of the presidential elections stipulated that:

“The General Committee shall consolidate all the counting registers developed by the polling stations to count the electors' votes and document the total number of votes obtained by each candidate at each polling station into a triplicate report to be signed by the head and secretary of the committee.

Upon the completion of the tasks thereof, the committee shall announce the number of valid votes obtained by each candidate. All the above-mentioned procedures shall be taken in the presence of whomever is attending from candidates, their agents, civil society organizations and media representatives authorized by the NEA. The report stated in the first paragraph shall then be sent to NEA. In addition, the Head of the General Committee shall provide a copy of the result bearing the stamp of the General Committee and the signature of the head and secretary thereof to whomever asks for it, from the candidates, their agents or representatives. Additionally, the NEA shall set out the rules for archiving such copies and election documents.”

- Prior to the arrival of the presiding officers to the General Committees, the place is organized so that it is suitable for the Archiving Committee (**Bearing in mind that the duties of the Head and members of the Archiving Committee are independent from the General Committee**).
- Upon the arrival of the presiding officers to the General Committees, the Heads and the members of the General Committees undertake the following:

First: To receive a copy of the archiving committee's receipt of the electoral papers corresponding to the polling stations.

NB: Do not begin receiving the polling station's reports until you ensure that the presiding officer has submitted the electoral papers to the Archiving Committee and upon receiving the copy of the receipt demonstrating this as well as submitting a copy of it to the Head of the General Committee to begin its work.

Following this, the reports and its attachments of the polling stations are received from presiding officers of these stations, in their presence, for review (polling station

proceedings report form number (14) Presidential elections, the closing report of the first day- form (17) Presidential elections, the closing report of the second day- form (18) Presidential elections, counting procedures report for polling stations- form (19) Presidential elections, sorting list of votes of the ballot box of the polling station- form (20) Presidential elections, list of aggregate summation of votes received by each candidate- form (21) Presidential elections, form of polling station civil servants attendance- form (16) Presidential elections, list of presiding officer and poll workers who have casted their vote in the polling station- form (15) Presidential elections, list including names of Heads and members of Monitoring Committees of the Courts of First Instance who have casted their votes before the polling station- form (36) Presidential elections, **if any**), list including names of Heads and members of General Committees who have casted their votes in the polling station- form (37) Presidential elections, **if any**). A receipt shall be filled out, original and copy, form (29) Presidential elections. The original shall be kept in the receipts booklet and the copy is given to the presiding officer for his records.

Second: Counting and tabulation of the polling stations' votes in accordance to the list including the aggregate summation- form no. (21) Presidential elections. This takes place by using the computer available at the General Committee through adding up the total vote cast, valid votes, invalid votes, votes received by each candidate in each polling station.

Third: Recording the results of the counting process and tabulating the votes from the polling stations in form number (25) presidential elections. Three copies should be issued and signed by the Head of the General Committee, its secretary, representative or agent of each candidate present.

Fourth: The head of the General Committee shall announce the number of valid votes that each candidate has received during the presence of each candidate or his representative, and the attendees from the domestic, international, and foreign civil society organizations as well as the visitors, and all media outlets that are authorized from the National Election Authority.

Fifth: Recording the results of the vote counts that each candidate has received under form number (26)-Presidential election, and to record the number of votes received by each candidate with the numbers, letters:

Example:

150	Only One Fifty
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This form will be signed by the head of the general committee, its secretary and the candidate's representatives or agents. A copy of form number (27) presidential elections shall be given to each candidate, his representative or agent, after it's stamped by the General Committee's stamp that is delivered to the Head of the Committee.

Sixth: Storing three copies of the report form number (25) presidential elections, and form number (26) from presidential elections in a transparent plastic bag sealed with a

tamper-evident adhesive seal and to document the serial number in the records of the committee's proceedings form number (23) of the presidential elections.

Seventh: The Head of the General Committee will place all the polling stations' reports that were handed to him from the presiding officers, in addition to all reports of the General Committee available inside the sealed plastic bags and the stamp of the General Committee, inside the blue carton boxes.



Eighth: The Head of the General Committee will head to the Monitoring Committee at the Court of First Instance and will deliver the blue carton boxes in accordance with the form on receiving General Committee's documents- form number (34) Presidential elections. The Head of the General Committee shall keep a copy of it- form (35) Presidential elections.



Fourth

The Rules Regulating the Work of Archiving Committees

- The president and the members of the Archiving Committee must receive a list from the Monitoring Committee in the Court of First Instance including the names of the members from the judicial entities and authorities who are presiding officers, their phone numbers and the polling stations that they are supervising. **The purpose of this list is to communicate with them to ensure that they follow the instructions regarding the archiving of the electoral process papers.** And therefore, this will help ensuring proper preparation of the venue that is needed for the archiving committee's operation. Additionally, it should allow for receiving all the papers that will be sent to the Archiving Committee from all the polling stations.
- The head and members of the Archiving Committee must ensure that all the presiding officers submit the electoral process documents inside the blue duffle bag that is sealed with a plastic security seal after releasing the seal as follows:
 - 1- A secured plastic bag that contains the voter list, *form no. 12 Presidential Elections*, **and ensuring that all the pages of the voter list are in the bag as stipulated on the last page of the list.**
 - 2- A secured plastic bag that contains the used ballot papers.
 - 3- A sealed plastic sack that contains the unused ballot papers and **the ballot paper's booklets counterfoil.**
 - 4- The polling station's stamp.
- Then, the head of the Archiving Committee issues a receipt – one original and two copies- *form no. 31 Presidential Elections*. The original shall be kept in the receipts booklet and the two copies shall be given to the presiding officer (one to be delivered to the General Committee and the other is to be kept by the presiding officer).
- The head of the Archiving Committee secures the blue duffle bag with a plastic security seal and an information card that includes the information of the polling station. The serial number of plastic security seal shall be documented in the proceedings of the Archiving Committee's report, *form no. 30 Presidential Elections*.
- It is important to consider not putting any other electoral materials other than the above-mentioned (for example, the voter list of the queue coordinator (form no. 13) Presidential Elections, the indelible ink, the pens, the unused envelopes, ... should not be put in the blue bag).
- In case of not following any of the above-mentioned instructions, the head of the Archiving Committee issues a note with the violation (Examples of violations include: not submitting the four items that were mentioned above). This note should be attached to the Archiving Committee's proceedings report (form no. 30) Presidential Election- and is referred to in the comments section of this report. The note and the report shall be delivered to the Monitoring Committee in the Court of First Instance that sends them to the National Election Authority.
- The head of the Archiving Committee heads to the premises of the Monitoring Committee at the Court of First Instance to deliver the following: the sealed blue duffle bags, the Archiving Committee's proceedings report, *form no. 30 Presidential Elections*, the used receipts booklet *form no. 31 Presidential*

Election. All of this shall be delivered based on the Archiving Committee papers receipt report form no. 32 Presidential Election. The Head of the Archiving Committee keeps a copy of this report form no. 33 Presidential Election.

UNOFFICIAL TRANSLATION



Fifth

The Rules Regulating the Work of the Electoral Process Monitoring Committees in the Courts of First Instance

The Electoral Process Monitoring Committee is tasked with:

First – The Preparation Phase for Elections until the voting day:

- 1- Coordinate with the security directorate; ensure the availability of the necessary electoral materials such as the transparent plastic ballot boxes, plastic security seals, indelible ink, voting booths, and other similar items.
- 2- Receive the electoral process papers (proceedings reports, ballot papers, counting and results announcement reports, the instructions regulating the work of these committees) and delivering them to the presiding officers and General Committees on time before the polling process.
- 3- Take the necessary measures to allocate the heads and members of the General Committees and polling stations. Also, coordinating their daily subsistence matters with the National Election Authority.
- 4- Follow the attendance of the main secretaries and the backup ones in the polling stations and General Committees.
- 5- Receive the letter that the National Election Authority sent which determines the polling stations where the head and members of the Monitoring Committees in the Court of First Instance can vote.

Second – The Voting Days, Counting and Result Announcement Phase:

- 1- Ensure that the polling stations and General Committees are organized. During the one-hour break, ensure that the procedures of closing the polling stations by the end of the first and second election days are accurate.
- 2- Keep communicating throughout the day with the presiding officers and the head of the General Committee as well as helping them deal with all the problems and hindrances that may arise during the electoral process.
- 3- Ensure that the polling stations open at the beginning of the second and third election days and that their operations are in order.
- 4- Communicating with the presiding officers to ensure that all the electoral process documents have been transferred to the General Committee.
- 5- Put a plan for checking the polling stations throughout the election days.

Thirdly – Post Polling and Counting Phase:

- 1- Receive all the electoral process documents from the General Committee and the Archiving Committee as well as arranging means of transporting them from the General Committees to the archiving premises temporarily in the Court of First Instance in preparation for transporting them to the archiving premises that the National Election Authority determines.
- 2- The head of the committee prepares a comprehensive report on each phase of the previous phases mentioned above and sends it to the National Election Authority upon completing the report.



Sixth: Legal Provisions Regulating Electoral Crimes

First- Decree Law No. 22/2014 on regulating presidential elections:

Article (41)

Without prejudice to any more aggravated penalty under any other law, the following offenses shall be subject to the penalties presented therefor under the following articles.

Article (43)

A person, whose name is registered in the voter database and fails without excuse to cast their vote in the presidential election, shall be penalized with a fine not exceeding L.E 500.

Article (44)

Anyone who uses force or violence against the head or any member of any polling station, with the intention of preventing them from performing their assigned duty or forcing them to do so in a special way, even though they have failed to realize such intention, shall be penalized with no more than five-year imprisonment.

Should the offender realize their intention, imprisonment would be the penalty, and it shall be aggravated imprisonment should the offender inflict beating or cuts leading to a lasting deformity, and it shall be life imprisonment should the beating or the cuts led to death.

Article (45)

Any public servant who refrains from doing their assigned duty with no excuse and resulted in hindering or disrupting the voting or counting shall be penalized with no more than five-year imprisonment.

Article (46)

Any person who threatens the head or any member of any polling station of the Presidential election, with the intention of preventing them from performing their assigned duty, shall be penalized with imprisonment for a period not exceeding two years. Should such threat results in the performance of the assigned duty in a different way, imprisonment shall be the penalty inflicted on the offender.

Article (47)

A person who insults, by gesticulation or in words, the head or any member of any polling station of the Presidential election during or due to the performance of their duty shall be penalized with imprisonment for a period not exceeding two years and a fine of no less than L.E 2000 and no more than L.E 5000.

Article (48)

A person who uses any means of terrifying or intimidating, with the intention of influencing the proper procedures of the presidential election without realizing such intention, shall be penalized with no less than two-year imprisonment. Should they realize such intention, the penalty shall be imprisonment for no less than three years and no more than five years.

Article (50)

A person who intentionally destroys or damages a part of any building, facility, or means of transport used or assigned for use in the presidential elections with the intention of obstructing the electoral process shall be penalized with imprisonment for a period of no less than three years and a fine of no less than L.E 5000 and no more than L.E 30,000. Additionally, they shall be sentenced to pay the cost of the destruction or damage they caused.

Article (51)

A penalty of imprisonment for a period of no less than two years shall be the penalty inflicted on whoever abducts, conceals, or damages any paper related to the presidential election with the intention of changing the result thereof or with the intention of causing election to be repeated or disrupted.

Article (52)

A penalty of imprisonment for no less than one year together with a fine of no less than L.E 1000 and no more than L.E 5,000, or either, shall be imposed on the following:

1. Any person who uses force or threat to prevent someone from casting his vote in presidential elections or to force him to do so in a certain way;
2. Any person who gives, offers or pledges to give someone a benefit, for himself or for someone else, in order to force him to cast his vote in the presidential election in a certain way or abstain from casting his vote; and any person who have accepted or demanded a benefit of that kind, for himself or for others.

Article (53)

A penalty of no less than one-month imprisonment and a fine of no less than L.E 500 and no more than L.E 1000 or either shall be imposed on any person who casts his vote in the presidential elections, knowing that he is not eligible to do so.

Article (54)

A penalty of imprisonment together with a fine of no less than L.E 2,000 and no more than L.E 50,000 or either of them shall be imposed on any person who commits an act with the intention of disrupting or suspending the enforcement of any of the decisions of the polling stations issued in application of the present law.

Article (57)

Attempts to commit felonies stipulated in the preceding articles shall be subjected to the penalties prescribed to consummate offense.

Article (59)

The head of each committee of the Presidential election shall have the power authorized to commissioned judiciary officers as regards to such offenses that take place in the polling centers.

Second- Decree-Law No. 45 of 2014 On the Enactment of the Law Regulating the Exercise of Political Rights

Article (56)

Without prejudice to any more aggravated penalty under any other law, the following acts shall be subject to the penalties presented therefore under the following articles.

Article (57)

Any person, whose name is listed on the voters database, who fails without excuse to cast his vote in the election or referendum, shall be penalized with a fine not exceeding (500) five hundred pounds.

Article (58)

Any person who uses force or violence against any of the persons stated in Article (71) of the law hereof, with the intention of preventing them from performing their assigned duty or forcing them to do so in a special way, even though they have failed to realize such intention, shall be penalized with no more than five-year imprisonment.

Should the offender realize their intention, imprisonment would be the penalty, and it shall be aggravated imprisonment should the offender inflict bodily harm or wound resulting in a lasting deformity, and it shall be life imprisonment should the bodily harm or wound results in death.

Article (59)

Any person who threatens any of the persons stated in Article (71) of the law hereof in order to prevent them from performing their assigned duty shall be penalized with imprisonment for a period not exceeding two years. Should such threat result in the performance of the duty in a different way, imprisonment would be the penalty.

Article (60)

Any person who insults, by gesticulation or in words, any of the persons stated in Article (71) of the law hereof during or due to the performance of their duty shall be penalized with imprisonment for a period not exceeding two years and with a fine of no less than (2000) two thousand pounds and no more than (5000) five thousand pounds, or with either penalty.

Article (61)

Any person who uses any means of terrifying or intimidating, with the intention of influencing the proper functioning procedures of the election or referendum without realizing such intention, shall be penalized with no less than two-year imprisonment. However, should they realize such intention, the penalty shall be imprisonment for no less than three years and no more than five years.

Article (62)

Whoever intentionally destroys or damages any of the buildings, facilities or means of transport used or assigned for use in the election or referendum with the intention of obstructing the progress thereof shall be penalized with imprisonment for a period of no less than three years and with a fine of no less than (5000) five thousand pounds and

no more than (30000) thirty thousand pounds. Additionally, they shall be sentenced to pay the cost of the destruction or damage they caused.

Article (63)

Whoever steals, conceals or damages the voter database or a part thereof, a ballot paper, a referendum paper, or any other paper related to the election or referendum process with the intention of changing the genuine results, or with the intention of causing election or referendum to be repeated or disrupted, shall be penalized with imprisonment for a period of no less than two years.

Article (64)

Whoever deliberately records or deletes, in person or through another person, their name or another person's name in the voters' database, contrary to the provisions of the Law, shall be liable to confinement to jail.

Article (65)

1. The following shall be liable to confinement to jail for a period of not less than one year and a fine of not less than (1000) one thousand pounds and not more than (5000) five thousand pounds, or with either penalty:

First: Whoever uses force or threat to prevent a person from voting in an election or referendum or to compel a person to vote in a certain way.

Second: Whoever gives another person, or offers or undertakes to give them, a benefit for themselves or for a third party in order to motivate them to vote in a certain way or to refrain from voting. Same shall apply to whoever accepts or demands such a benefit for themselves or for a third party.

Third: Whoever, by any means whatsoever, prints or handles ballot papers or other papers used in the electoral process without permission from the competent authority.

2. Whoever knowingly spreads or propagates false statements or news on the subject of the election or referendum or on the conduct or morals of one of the candidates with the aim of influencing the election or referendum result shall be penalized with a fine of not less than (20,000) twenty thousand pounds and not more than (200,000) two hundred thousand pounds. If such statements or news are propagated at a time when the voters cannot ascertain the truth, the penalty shall be doubled.

A candidate benefiting from the offences mentioned in the two abovementioned paragraphs shall be sentenced to the same punishment set out for the principal offender should they be proved to have known and approved of the commitment of such acts. Additionally, the Court shall issue a judgment preventing them from running for

parliamentary elections for a period of five years starting from the date on which the criminal sentence becomes final and peremptory.

Article (66)

Whoever commits the following acts shall be liable to confinement to jail for a period of not less than (1) one month and a fine of not less than (500) five hundred pounds and not more than (1,000) one thousand pounds, or with either penalty:

First: Whoever votes in an election or referendum while knowing that they don't have the right to do so.

Second: Whoever votes while assuming another person's identity.

Third: Whoever participates in the same election or referendum more than once.

The Chairman of the NEA shall have the right to nullify votes resulting from the conduct of any of the offences stipulated in the present Article.

Article (67)

Whoever removes, damages, or changes the ballot box, or tampers with the election/referendum ballot papers therein, shall be liable to confinement to jail.

Article (70)

Attempts to commit crimes set in this law will be subject to penalties of actual commitment of crimes.

Article (71)

The power authorized to judicial arrest officers with regards to the offences stipulated herein shall also be vested in:

- 1- Chairman and members of the Board of Directors of the NEA;
- 2- Director and members of the executive body;
- 3- Head of Governorate Committee and its members from judicial authorities and bodies;
- 4- Head of General Committee and its members;
- 5- Head of polling station.