



MANUAL

FOR ELECTION
OFFICIALS

2023

INDEPENDENT NATIONAL ELECTORAL COMMISSION



MANUAL FOR ELECTION OFFICIALS 2023

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FOREWORD

The Independent National Electoral Commission (INEC) has, in the past decade, been working assiduously to raise the bar of service delivery, in the Nigerian electoral process. Within the period, efforts have been geared towards revving up the confidence of Nigerians in national elections, by making the processes and procedures more transparent. The organization and conduct of elections, in a challenging environment (such as Nigeria), therefore, require election officials with some depth of professionalism and skills, to meet the expectations of the numerous election stakeholders.

Over the years, there has been tremendous innovations in the electoral system. The Commission keeps re-tooling, refining and fine-tuning its election processes and procedures, with a view to using modern technology to enhance free, fair, credible and inclusive polls in Nigeria. It has also been a top priority of the Commission to make the Nigerian electoral process knowledge-based, by ensuring training and re-training of its permanent and ad-hoc staff. Thus, regular review of the Manual for Election Officials has been part of the continuous efforts of INEC to keep its staff abreast of the changing face of the electoral process, globally. The Commission has in this Manual provided updates on the electoral architecture, especially, as it affects its polling procedures, in conformity with the requirements of the Electoral Act 2022, INEC Regulations and Guidelines for Conduct of Elections 2022 and protocols of the Presidential Task Force (PTF) on Covid-19 and in line with international best practice. Thus, over voting has been redefined in terms of Accredited Voters, and use of Technological Devices in accreditation, voting and management of results have been given legal backing.

Recall that in 2019, the Commission reviewed the Voting Procedure to allow for Continuous Accreditation and Voting, to help voters cast their votes with minimal delay and in a less cumbersome manner. This was informed by the desire to make participation in elections more appealing and reduce voting apathy of eligible Nigerians; hence the introduction of the INEC Voter Enrolment Device (IVED) and Bimodal Voter Accreditation System (BVAS) to make the processes seamless. Moreover, Persons with Disability and the vulnerable in the society are also being better accommodated in the electoral process by according to them priority status and, introduction of technological innovations in the new arrangement. It is for these reasons and more, that the training and re-training of election personnel has become more compelling to ensure voters exercise their franchise with minimal discomfort. These will enable officials to imbibe the right knowledge, skills and attitude needed for the discharge of credible electoral services, based on the Electoral Law and the Commission's Guidelines, as simplified in this **Manual for Election Officials 2023**.

I, therefore, recommend this publication to election officials and other stakeholders in the Nigerian electoral process.

Professor Mahmood Yakubu
Chairman
Independent National Electoral Commission
January 2023

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The review of this edition of the Manual for Election Officials was done with a focus on making the publication more user-friendly for election personnel. It was, by no means, an easy task. It could only have been done by a crop of dedicated and committed staff, with the robust support of the Commission. On behalf of the Board of The Electoral Institute, I wish to express our profound gratitude to the Hon. Chairman, Professor Mahmood Yakubu, and Members of the Commission, for their guidance and encouragement during the review exercise.

The Institute also appreciates the contributions of Members of its Board, the Director-General (TEI), Dr. Sa'ad Umar Idris, the Special Assistant (S.A), Prof. J. M. Kuna, and Chief Technical Adviser (CTA) to the Hon. Chairman for providing leadership to the Manual Review Committee and Dr. Binta Kasim Mohammed, Director Training, who drove the review process.

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Professor Abdullahi Abdu Zuru,
Chairman, Board of The Electoral Institute (BEI)
January 2023

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ACRONYMS

AC	Area Council
APO	Assistant Presiding Officer
BVAS	Bimodal Voter Accreditation System
CO	Collation Officer
CSRVS	Collation Support and Result Verification System
DOs	Desk Officers
EADR	Electoral Alternative Dispute Resolution
EO	Electoral Officer
EMSC	Election Monitoring and Support Centre
EOSC	Electoral Operation Support Centre
IReV Portal	INEC Result Viewing Portal
LGA	Local Government Area
NCDC	Nigeria Centre for Disease Control
PVC	Permanent Voters Card
PU	Polling Unit
PPE	Personal Protective Equipment
PO	Presiding Officer
RA	Registration Area
RACs	Registration Area Centres
REC	Resident Electoral Commissioner
RO	Returning Officer
SPO	Supervisory Presiding Officer
PWDs	Persons with Disability
VCC	Voter Code of Conduct
VIB	Visually Impaired/ Blind
VIN	Voter Identification Number

GLOSSORY OF TERMS

Accreditation	The process of verifying and authenticating the eligibility of a prospective voter before he/she votes.
Area Council	An administrative division of the third tier of government in the Federal Capital Territory.
Assistant Presiding Officer	An Official who assists the Presiding Officer in a Polling Unit on Election Day
Ballot box	A transparent box in which voters drop their ballots.
Ballot Paper	A paper on which a voter thumbprints his/her choice of candidate at an election.
Bimodal Voter Accreditation System	A technological device used to verify and authenticate the biometrics of a voter before voting.
Bye-Election	An election to replace member of the Legislature, occasioned by death, resignation, recall, or appointment into a different office.
Checklist	An inventory of items required for conduct of voting in an election.
Clusters	A number of Polling Units located in an area for easy management.
Collation	Summation and Tabulation of votes cast at an election.
Collation Centre	A designated place where election results are summed up and tabulated for each candidate.
Collation Officer	An Election Official who receives election results for tabulation and summation.
Constituency	A geographical area represented by an elected person
Collation Support and Result Verification System	ICT Technical Election Officials who help with collation of election results
Desk Officers	Designated Election Officials in charge of specific election duty
Election	The act of choosing one candidate out of many through Open-secret ballot.
Election Official	An Officer of the Commission or designated by the Commission and charged with the responsibility of conduct and supervision of an election.
Electoral Alternative Dispute Resolution	A mechanism for settling electoral dispute through dialogue without recourse to legal adjudication.
Electoral Officer	A staff of the Commission who heads the Commission's office at the Local Government Area or Area Council level

Election Monitoring and Support Centre	This is a support centre that serves as the eye of the Commission for 360 degrees check on processes, materials and personnel for consistency, timeliness and appropriateness in execution and delivery
EMSC	Election Monitoring and Support Centre
Electoral Operation Support Centre	This is a support centre that serves as an early warning system on Election Day processes.
General Election	Elections conducted in the Federation at large for Federal and State Elective positions.
INEC Result Viewing Portal	An ICT Web Portal designed for real time viewing of uploaded election results
Local Government Area	An administrative division of the third tier of government in the Federation.
Nigeria Centre for Disease Control	A Federal Government agency responsible for disease control in the Country
Party Agent	A representative of a political party at designated electoral activity (Collation Centre etc).
Poll	The process of voting at an election.
Polling Agent	Any person appointed by a political party to represent it at a Polling Unit to observe the conduct of elections.
Polling Unit	A designated location where registered voters cast their votes on Election Day.
Poll Official	Any officer of the Commission engaged in the conduct of polling at an election.
Personal Protective Equipment	Clothing, helmets, goggles or other equipment designed to protect the wearer's body from injury or infection.
Presiding Officer	A Poll Official in charge of the conduct of elections in a Polling Unit on Election Day and oversees the other officials under his polling unit.
Register of Voters	The list of persons eligible and registered to vote at an election.
Registration Area	A defined geographical area covering a number of Polling Units.
Registration Area Centres	A designated location(s) at every Registration Area (RA)/Ward, where Poll Officials and election materials are camped overnight for easy and timely movement to Polling Units on Election Day.
Super RAC	Is a collection of two or more RACs located in a Centre.
Rejected Ballot	An improperly cast ballot at an election.

Resident Electoral Commissioner	An election official who is in charge of all elections in a State.
Returning Officer	An election official who collates and declares the results of an election and returns the winner of the election.
Run-off Election	An election conducted when the first election failed to produce a clear winner for the position of President, Governor and Chairman of an Area Council of the FCT.
Spoiled Ballot Paper	A torn or damaged ballot paper that cannot be used for voting.
Supervisory Presiding Officer	A Poll Official who supervises the conduct of an election in a cluster of Polling Units.
Persons with Disability	Persons affected with one or more types of disability or handicapped persons or physically challenged.
Voter Code of Conduct	A set rules to guide voter behaviour at polling station
Visually Impaired/ Blind	Voters with visual impairment or completely blind
Voter Identification Number	A unique number assigned to a voter for his identification usually contained in the Register of Voters and his Permanent Voter Card (PVC).

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OVERVIEW

This Manual for Election Officials provides basic operational instructions and guidance on processes and procedures for the conduct of elections in Nigeria. The Electoral Institute has packaged the publication, in a most simplified manner, based on the provisions of the Electoral Law and the Commission's Guidelines governing the conduct of elections in the country. This edition of the manual also incorporates relevant legal provisions and requirements of the Electoral Act 2022. It also takes into consideration the Commission's reviewed policy on conducting elections in the context of the global pandemic and other health challenges, in compliance with the updated protocols of the Presidential Task Force on Covid-19. The publication contains four chapters, each having sub-sections for ease of comprehension by users.

Chapter One of the Manual contains general introduction on the electoral process in Nigeria, defining the mandate of the Commission. It identifies the categories of personnel for election duties as well as the various stakeholders in the electoral process and their functions. It sets out the types and dates for elections, defines the polling units and collation centres. It spells out those eligible to vote at elections. The chapter further sets out criteria for the appointment of polling officials and the method of voting.

Chapter Two explains further preparations for the polls, defines the functions of election officials and the ethics governing polling officials. It states the categories of those allowed into the polling unit as well as the provides guidelines on the handling and management of election materials. Chapter two also gives graphic details of the devices deployed for election duties – the Permanent Voter Card (PVC), the Electronic Voter Register (EVR), the Bimodal Voter Accreditation System (BVAS) as well as other technological devices to assist persons with disabilities (PWDs). It also refers to the Electronic Transmission/Upload of Results.

Chapter Three outlines the Election Procedures at the Polling Units- setting up the polling unit, accreditation and polling activities - stating the special considerations given to people living with disabilities - with matching illustrations and infographics. The essence is to acquaint users with practical ideas about the Polling Unit layout, design and operations. The chapter also highlights the inter and intra-working relationships between and amongst personnel at the Polling Unit level. It particularly details the sorting, counting, recording and uploading of results to the IRev Portal as well as the closing of Poll activities.

Chapter Four educates stakeholders on the functions of Collation and Returning Officers, as well as the procedures of collation and declaration of election results at the various levels, with the display of flow-charts. Chapter Four analyses the various scenarios likely to play out at the collation centres, it is for this reason the Manual provides useful guides into some likely margin of lead and the recommended responses, offering useful suggestions on suitable ways of managing emerging scenarios; including tips on conflict prevention and basic election security techniques in the polling and collation centres.

Chapter Five handles miscellaneous issues - ranging from conflict prevention during polling and collation; electoral offences and their penalties; training of officials on basic election security; the NCDC protocols on combating spread of Covid-19 and other health hazards as well as the voter code of conduct alongside the exigencies of a hygiene environment. The chapter also deals on handling of health materials. It deals extensively with health issues and possible emergencies, including staving off Monkey Pox and such issues as snake and scorpion bites, or taking care of matters of bleeding and diarrhoea.

Perhaps, it is poignant for all users of the Manual to take due cognizance of the boxed Notes, where vital pieces of information about the processes and procedures are placed for emphasis. It is the hope of The Electoral Institute that scrupulous reading and application of this Manual will help election officials deliver on the Commission's mandate of free, fair, credible and inclusive elections.

Sa'ad Umar Idris, *Ph.D*
Director-General
The Electoral Institute
January 2023

MISSION, VISION AND GUIDING PRINCIPLES

In line with the Independent National Electoral Commission (INEC) Staff Conditions of Service 2017, the Mission, Vision and Guiding Principles of the Commission are given below:

Mission

To serve as an independent and effective Election Management Body (EMB) committed to the conduct of free, fair and credible elections for sustainable democracy in Nigeria.

Vision

To be one of the best Election Management Bodies (EMBs) in the world that meets the aspirations of the Nigerian people.

Guiding Principles

The principles that guide INEC in the fulfilment of its Vision and Mission are:

AUTONOMY: Relentlessness in the pursuit of autonomy for effective electoral services.

TRANSPARENCY: Openness in all activities and in relations with stakeholders, the media, service providers and the people of Nigeria.

INTEGRITY: Demonstration of high moral standards and honesty in all dealings with the people of Nigeria.

CREDIBILITY: Credibility in all actions and activities thereby remaining an institution that people can trust.

IMPARTIALITY: Creation of a level playing field for all political actors.

DEDICATION: Commitment to providing quality electoral services for the people of Nigeria.

EQUITY: Fairness and justice in dealing with all people.

EXCELLENCE: Promotion of excellence and ensuring that merit remains the basis for the recruitment and compensation of staff.

TEAMWORK: Creation of a conducive environment that promotes teamwork among its staff at all levels

CHAPTER ONE

1.0 INTRODUCTION: ELECTIONS AND THE ELECTORAL PROCESS IN NIGERIA

1.1 Mandate of the Commission:

The Commission, in line with Sec 15(a) of Part 1 of the Third Schedule of the Constitution of the Federal Republic of Nigeria 1999 (as Amended), Sec 2(a) of the Electoral Act 2022 and Part 1, Sec 1 of the Regulations and Guidelines for the Conduct of Elections, 2022, is mandated to conduct Elections into the following Executive Offices and Legislative Houses:

- (a) President and Vice President;
- (b) Governor and Deputy Governor;
- (c) National Assembly (Senate and House of Representatives);
- (d) State Houses of Assembly;
- (e) Chairmen and Vice-Chairmen of the Federal Capital Territory (FCT) Area Councils; and
- (f) Councillors of FCT Area Councils Legislature.

1.2 Types and Date of Elections:

Sec 2 and 3 of Part 1 of INEC Regulations and Guidelines for the Conduct of Elections, 2022 specify the types and dates of election:

- (a) **General Elections:** Election to the office of President and Vice President, as well as National Assembly, shall hold on the 3rd Saturday in February, of any General Elections year; while election to the office of Governor and Deputy Governor as well as members of the State Houses of Assembly, shall hold two (2) weeks thereafter or as may be determined by the Commission;
- (b) **Off-cycle Elections:** Any Governorship election that falls due outside a General Election, the election shall hold on the Saturday following the 100th day to the end of the tenure of the incumbent, or as may be determined by the Commission.
- (c) **FCT Area Council Election:**
 - (i) Whenever the end of tenure of FCT Area Councils coincides with a General Election year, election into the office of Chairman and Vice Chairman and Councillors of the Area Councils shall be held with the election for Governor and Deputy Governor and the State Houses of Assembly.
 - (ii) Where the end of tenure of FCT Area Councils does not coincide with a General Election year, the election to the office of Chairman and Vice- Chairman and Councillors of the Area Councils shall hold on the Saturday following the 100th day to the end of the tenure of the incumbent, or as maybe determined by the Commission.

1.3 Polling Units and Collation Centres

- (a) **What is a Polling Unit?** It is a place established by the Commission where voting takes place.
- (b) **Where is a Polling Unit located?** Polling Units are located within enclosures in public places, accessible to every voter; including Persons with disabilities (PWDs). These public places include public schools, civic centres, town halls and communal open spaces. Canopies may be provided for Polling Units located in open spaces;

NOTE 1:

Polling Units shall not be in places of worship, palaces of traditional rulers and private homes.

- (c) **What is a Collation Centre?:** A place designated by the Commission where election results are computed and tabulated for each political party and winners of election declared;
- (d) **Where are Collation Centres Located?** Collation Centres are located within enclosures in INEC Offices nationwide or LGA/Area Council Offices, accessible to designated election officials, party agents, observers and media; including Persons with disability (PWDs).

1.4 Eligibility Criteria for Voters

A person shall be eligible to vote at an election conducted by the Commission if in compliance with Sec 12 (1 a – e) of Electoral Act, 2022 & Part 1, Sec 5 of the INEC Regulation and Guidelines for Conduct of Election, 2022):

- (a) He/she is a Nigerian Citizen;
- (b) He/she is a registered voter;
- (c) His/her name appears on the Register of Voters;
- (d) He/she presents himself/herself physically (not by proxy) with a valid Permanent Voter's Card (PVC) at the Polling Unit where he/she was registered; and
- (e) He/she is accredited using BVAS on presentation of a valid Permanent Voter's Card (PVC) at his/her Polling Unit.

1.5 Method of Voting

Voting shall be by **Open-Secret Ballot System** where voters thumbprint on the ballot for candidates of their choice in secret and cast their votes in the open.

NOTE 2:

Voting shall be in accordance with the Continuous Accreditation and Voting System (CAVS) procedure as specified in the INEC Regulations and Guidelines 2022 and the Election Manual, and any other Guide issued by the Commission.

CHAPTER TWO

2.0 ELECTION OFFICIALS, STAKEHOLDERS, MATERIALS AND EQUIPMENT

2.1 Election Officials

These are INEC permanent and ad hoc staff, who are directly involved in the conduct and supervision of the electoral process.

2.1.1 Professional Ethics of Election Officials

Election Officials have a major role to play in the electoral process. The manner, in which they discharge their duties, affects the degree of confidence voters will have in the electoral process. Election Officials should be courteous, polite, and helpful at all times. Voters should be treated equally and with respect. Unethical and corrupt practices by election officials **shall** incur severe punishments under the law.

Election officials should be guided by the following principles:

- (a) Integrity;
- (b) Impartiality;
- (c) Transparency;
- (d) Professionalism;
- (e) Gender and Disability Sensitive; and
- (f) Due consideration and support for the elderly, pregnant women, nursing mothers and Persons with Disabilities (PWDs).

2.1.2 Roles and Responsibilities of Election Officials

Below is a brief description of their duties:

2.1.2.1 Resident Electoral Commissioner (REC)

The Resident Electoral Commissioner is the head of the Commission in a State - a position which confers on him/her the responsibility to oversee the activities of the Commission in that State as follows:

- (a) The overall conduct and supervision of the Federal and State elections in a State; as well as the Area Council Elections in the FCT;
- (b) Takes delivery of all sensitive and non-sensitive materials for elections from the National Headquarters of the Commission and distributes same to Electoral Officers;
- (c) Supervises the recruitment and training of all staff for elections in a State;
- (d) Liaises with political parties and other stakeholders to ensure the successful conduct of elections; and
- (e) Assisted by the Administrative Secretary (AS).

2.1.2.2 Electoral Officer (EO)

The Electoral Officer is the head of the Commission's Office in the Local Government Area (LGA) of a State, or an Area Council (as in the case of the FCT) with the following responsibilities:

- (a) Conducts and supervises elections in an LGA or Area Council;
- (b) Receives election materials from the REC for distribution to Supervisory Presiding Officers (SPOs) for delivery to Presiding Officers (POs) prior to voting; and retrieves same from SPOs after elections;
- (c) Assists in training of Poll Officials;
- (d) Reports any security concern or incident to Security Agents;
- (e) Keeps safely (securely) election results, ballot boxes and other election materials returned; and
- (f) Assisted by three Assistant Electoral Officers (AEOs) namely, AEO Administration, AEO Operations and AEO RACs as well as other LGA staff.

2.1.2.3 Returning Officer (RO)

- (a) collates (tabulates and sums up) the votes cast, announces the scores of candidates and declares the winner in the election in a particular constituency; and
- (b) decides any question arising from or relating to rejected ballots, announcement of scores of candidates and the return of a winner

2.1.2.4 Collation Officers (CO)

The Collation Officers collates and announces the votes scored by candidates at any of the various levels of collation as follows:

- (a) **Registration Area/Ward CO** – collates and announces results from Polling Units within a Registration Area (RA)/Ward and completes Forms EC 40H(ii) – PWD Voter Information and Statistics.
- (b) **Local Government Area/Area Council (LGA/AC CO)** – collates and announces results from the various Registration Areas/Wards for the LGA/Area Council, State Assembly, Governorship, National Assembly and Presidential Elections (at the LGA/Area Council levels). Completes Forms EC 40H(iii) – PWD Voter Information and Statistics. He/She shall also be the Area Council Returning Officer in the elections to Area Councils in the Federal Capital Territory (FCT).
- (c) **State Constituency CO** – collates and announces results from all the RAs/LGAs within a State Constituency for the State Assembly Election. He/she shall also be the State Constituency Returning Officer in the State House of Assembly Election.
- (d) **Federal Constituency CO** – collates and announces results from LGAs within a Federal Constituency. He/she shall also be the Federal Constituency Returning Officer in the election to the House of Representatives.

- (e) **Senatorial District CO** – collates and announces results from LGAs within a Senatorial District. He/she shall also be the Senatorial District Returning Officer in the election to the Senate.
- (f) **State CO** – collates and announces results from all LGAs within a State in the Presidential and Governorship Elections. He/she shall also be the Returning Officer in the Governorship Election. He/she completes Forms EC 40H(iv) – PWD Voter Information and Statistics.
- (g) **Chief Electoral Commissioner** – collates and announces the results from all the states of the Federation and FCT in the Presidential Election and is the Returning Officer in that election. This shall be the Chairman of INEC. He/she completes Forms EC 40H(v) – PWD Voter Information and Statistics.

2.1.2.5 Technical Support Staff at Elections

These are permanent staff of INEC and/or Ad-hoc staff deployed to provide support services at the various levels. They are as follows:

- (a) **Registration Area Technical Support Staff (RATechs)** provide the following services;
 - (i) Carries out refresher training for the Presiding Officers at the Registration Area Centre (RAC);
 - (ii) Provides support on the use of the Bimodal Voters Accreditation System (BVAS)
 - (iii) Fixes malfunctioning BVAS;
 - (iv) Configures a new BVAS for any polling unit with a malfunctioning BVAS; and
 - (v) Verifies and confirms the Polling Unit results uploaded at the Polling Unit by Presiding Officers on the INEC result viewing portal (IREV).
- (b) **Local Government Area/Area Council Technical Support Services (LGATech/ACTech)** - Assists the LGA/Area Council Technical Supervisor in providing support to the RATEchSS in a Local Government Area/Area Council.
- (c) **Local Government Area/Area Council Technical Supervisor** - Coordinates and supervises technical issues at the LGA/AC.
- (d) **State Technical Supervisor** - Coordinates and supervises technical issues at the State.
- (e) **State ICT Supervisor** - Coordinates and supervises all ICT activities in the state during an election.

2.1.2.6 Electoral Operations - CSRVS Technical Support:

These are permanent staff of the Commission deployed at elections as Collation Support and Result Verification Secretariat (CSRVS) charged with the responsibility of providing support to the Collation/Returning officers on Election Day at the various levels of collation. However, the deployment of the Collation Support Secretariat (CSRVS) is dependent on the types of

election. Hence the designations are defined on the basis of the category of Collation as follows: National Collation Support Secretariat for presidential Elections (NCSS), Senatorial District Collation Support Secretariat (SDCSS), Federal Constituency Collation Support Secretariat (FCCSS), State Constituency Collation Support Secretariat (SCCSS), Local Government Collation Support Secretariat (LGCSS) and Registration Area Collation Support Secretariat (RACSS).

2.1.2.7 Registration Area (RA), Local Government Area (LGA)/Area Council and Constituency Supervisors

These are Permanent Staff of INEC deployed by the Operations Department of the Commission to Supervise the conduct of the election at RA, LGA/AC, and Constituency levels.

2.1.2.8 Monitors

These are Permanent Staff of INEC deployed by the Planning and Monitoring Department of the Commission to monitor the conduct of the election at RA, LGA, and Constituency levels.

2.1.2.9 Supervisory Presiding Officer (SPO)

The Supervisory Presiding Officer (SPO) supervises the conduct of Poll in a cluster of Polling Units in an RA. He/she trains Presiding and Assistant Presiding Officers and is accountable to the Electoral Officer. The work of the SPOs covers **Pre-Election, Election, and Post-Election**, as detailed below.

a) Pre-Election Duties: Before Polling Day, the SPO shall:

- (i) Attend a Two-day training on Election Processes and Procedures;
- (ii) If selected, participates in the training of Poll Officials (Presiding Officers and Assistant Presiding Officers), visits the INEC State Office or the LGA/AC Office, as the case may be, to ascertain his/her area of posting, at least three (3) days before Election Day;
- (iii) Locate and visit Registration Area Centres (RACs/Super RACs) and Polling Units under his/her supervision at least two days before Election Day. Makes arrangements for tables and chairs to be used at the Polling Units on Election Day;
- (iv) Liaise with the EO to obtain the list of the poll officials under his/her supervision;
- (v) Contact the Poll Officials under his/her area of supervision once the deployment list is ready. Inform them to come prepared on the eve of the election for onward movement to RAC/Super RAC;
- (vi) Report to INEC LGA/AC Office at 7.00am on the eve of the election to assist the Electoral Officer in distributing sensitive and non-sensitive election materials;
- (vii) Record all election materials collected from the Electoral Officer in Form EC 25B (Material Receipt and Reverse Logistics Form);
- (viii) Obtain the list of political parties/candidates contesting the elections from the Electoral Officer;
- (ix) Collect from the Electoral Officer the list of vehicle and boat drivers posted to his/her area of supervision. This should include name, phone number and vehicle/boat number;
- (x) Ensure that Poll Officials and election materials are conveyed to RAC/Super RAC by

- 4.00pm latest on the eve of the election;
- (xi) Ensure that all the necessary materials for the activation of the RAC/Super RAC are available such as (mats, bathing soap, tissue, drinking water, generating set, mosquito net, buckets among others);
 - (xii) Inform the Electoral Officer if there are shortages of the personnel deployed at the RAC/Super RAC after taking a roll-call;
 - (xiii) Facilitate a refresher training (assisted by the RA Supervisor and RATECH) for Poll Officials at the RAC/Super RAC. This is to perfect strategies for a smooth polling process including checking the Bimodal Voter Accreditation System (BVAS) for Operational readiness;
 - (xiv) Ensure that all sensitive and non-sensitive election materials are distributed and deployed to the designated Polling Units in the right quantity and at the right time.
 - (xv) Liaise with security agents (collect their names, organisation and phone number) to ensure that order is maintained within the Polling Units under his/her supervision.

NOTE 3:

- (a) The SPO should ensure that all sensitive and non-sensitive materials and personnel are complete in their right quantities and numbers.
- (b) The SPO has no right to replace anyone without the express permission of the Electoral Officer (EO)

b) Election Duties: On the day of every election, the SPO is expected to perform the following:

- (i) Distribute polling unit election materials to the Presiding Officer in his/her area of supervision;
- (ii) Confirm that vehicles, boats, security agents, election materials, and Poll Officials are available and ready for movement to Polling Units at 5 a.m;
- (iii) Ensure that all Poll Officials depart their RAC/Super RAC early enough to arrive at their respective polling unit before 7.00 am;
- (iv) Supervise the orderly movement of staff and materials to Polling Units, with Poll Officials posted to the farthest Polling Units leaving first;
- (v) Undertake regular visits to Polling Units under his/her supervision to address issues during the period of elections;
- (vi) Keep your phone line on and be available at your area of responsibility throughout Election Day.
- (vii) Make and receive calls to and from the EOSC to report/ascertain the situation of things on Election Day.

c) Post -Election Duties: The SPO is expected to perform the following:

- i) Before close of Polls, confirm that vehicles/boats are available to convey Poll Officials and election materials to Ward/Registration Area Collation Centre and subsequently to INEC LGA/Area Council Office. This is to prevent Poll Officials from boarding

- unauthorised vehicles.
- ii) Ensure that Results of the Poll for designated Polling Units (EC 8A series) are delivered to the Registration Area Collation Officer (RACO) by the Presiding Officers.
- iii) Ensure the delivery of the Bimodal Voter Accreditation Systems (BVAS) to the Registration Area Collation Officer (RACO) by the Presiding Officer and retrieve it from the RACO after collation.
- iv) Ensure that all election materials returned by the Presiding Officer are submitted to the Electoral Officer immediately after the elections.
- iv) Check that all forms are filled accordingly and packaged appropriately before collection of materials from Poll Officials.
- v) Ensure that reverse logistics is done in an orderly and efficient manner, on a first come, first serve basis.
- vi) Ensure that retrieval of all election materials ends latest by 8.00am the day after elections so that Poll Officials are released on time
- vii) Hand over all returned election materials to the Electoral Officer.

2.1.2.10 The Polling Team and Responsibilities

A Polling Unit (PU) Team comprises of:

- i. Presiding Officer (PO); **Ballot Paper Issuance and PU Overseer;**
- ii. Assistant Presiding Officer (APO) I/Poll Clerk; **Verification;**
- iii. Assistant Presiding Officer (APO) II; **Register-Check, Inking and Statistics; and**
- iv. Assistant Presiding Officer (APO) III; **Queue Controller and PVC Check**

(a) Presiding Officer (PO); Ballot Paper Issuance and PU Overseer:

Is in-charge of all activities at the Polling Unit on Election Day, including Polling, Sorting, Counting of votes as well as the Announcement of election result(s) as follows:

- i) Takes delivery of and inspects all materials and equipment for election from the Supervisory Presiding Officer and ensures their security, particularly the sensitive materials, such as the ballot papers and result forms.
- ii) Must be at the Polling Unit early (at least one hour before the official commencement of polling) to set up the Polling Unit.
- iii) Coordinates activities in the Polling Unit under his/her supervision.
- iv) Pastes Posters: EC 30A – Polling Station Poster, EC 30A(I) – Polling Unit Information Poster, EC 30B – Polling Zone Poster, EC 30C – Voting in Progress Poster, EC 30E - PWD Poster, Voter Code of Conduct Poster.
- v) Requests the APO III or any other official to loudly read out the Voter Code of Conduct (VCC).
- vi) Issues ballot paper(s) to voters and ensures that voters deposit thumb-printed ballot paper(s) into the appropriate ballot box.
- vii) Provides the Braille Ballot Guide or magnifying glass to Visually Impaired registered voters as may be applicable.
- vii) Completes Forms EC 40H(1) – PWD Voter Information and Statistics.
- viii) Designates a safe area where voters who wish to observe the counting of votes and announcement of results shall wait after they cast their votes.

- ix) Returns all election materials, other than the Result Sheets and the Bimodal Voter Accreditation System (BVAS), to the SPO for delivery to the EO after elections.
- x) Delivers the completed Result Sheets and Bimodal Voter Accreditation System to the Registration Area Collation Officer (RACO).
- xi) Reports any security incident to the Security Agents at the Polling Unit and, where necessary, invites the Police or Security Agents to maintain order, keep the peace, or arrest any person committing an offence.
- xii) Instructs the removal of a Polling Agent who aids and abets election malpractices at a Polling Unit.
- xiii) Documents adverse incidents on Polling Unit Booklet and informs the appropriate authority and persons.
- xiv) Ensures that Polling Staff, Accredited Observers, Polling Agents, Security, Accredited Media sign the attendance register in the Polling Unit Booklet
- xv) responds to calls from the EOSC for periodic updates of the elections progress and report threats
- xvi) pastes the completed Publication of Result Poster EC.60(E) at the Polling Unit
- xvii) transmits accreditation data using the BVAS
- xviii) Upload a scanned copy of the EC8A and electronically transmit the election result as prescribed in the Regulations and Guidelines for the Conduct of Elections.

NOTE 4:

- i. The Presiding Officer may have a person who is acting in a disorderly manner or fails to comply with lawful order removed from the Polling Unit; and
- ii. A Candidate can represent himself/herself as a Polling Agent in the Polling Unit/Collation Centre as long as no other Polling Agent is accredited for the party at that unit or centre.

(b) Assistant Presiding Officer (APO) I/Poll Clerk: Verification

The APO I shall be designated as the Poll Clerk. Where polls have commenced and the PO for any reason has to leave the Polling Unit, the APO I (Poll Clerk) shall act in his/her place, pending his/her return or replacement. His main duties are:

- i) Works under the supervision of the PO;
- ii) Assists with collection of materials from the SPO;
- iii) Assists with the return of election materials to the SPO; and
- iv) Verifies and authenticates the voter using the Bimodal Voter Accreditation System (BVAS).

(c) Assistant Presiding Officer (APO) II: Register-Check, Inking and Statistics

- i) Assists with the collection of election materials from the SPO;
- ii) Confirms that voter's details in the PVC are contained in the Register of Voters and ticks the appropriate box(es) by the voter's name before polling;
- iii) Request that a prospective voter removes his/her face masks for proper identification when necessary;

- iv) Applies indelible ink on the appropriate finger of the voter before polling;
- v) Completes Forms EC 40H – PWD Voter Information and Statistics (PU). Where applicable, write “F” or “M” to indicate gender;
- vi) Assists in the preparation and sorting of the ballots;
- vii) Fills Publication of Result Poster – EC.60(E) for Presiding Officer to sign, date and post/paste; and
- viii) Assists with the return of the election materials to the SPO at the close of poll

(d) Assistant Presiding Officer (APO) III: Queue Controller and PVC Check

- i) Ensures orderly queuing of voters;
- ii) Removes all campaign materials, if any, from the Polling Unit;
- iii) Conducts Voter/Peace education before the commencement of poll;
- iv) Arranges separate queues for men and women in areas where the mingling of men and women in the same queue is not allowed;
- v) Creates a separate queue for Persons with Disabilities (PWDs);
- vi) Determines that the voter is at the correct Polling Unit; upon inspection of the PVC held by the voter if the APO III discovers that the PVC is not for the Polling Unit, the APO III will advise the voter to proceed to the appropriate Polling Unit; and
- vii) Confirms that the voter has not voted anywhere by inspection of the cuticle of the fingernails if satisfied, direct the voter to the APOI.

NOTE 5:

PROVISION OF INSURANCE COVER FOR ADHOC PERSONNEL ON ELECTION DUTY

The Commission, as in every election, provides some funds for Adhoc Personnel Electoral Hazard Insurance. This provision is available to cover the costs of mishaps or accidents that Adhoc personnel may have while performing their assigned duties. Any Adhoc personnel who falls into a mishap will have the cost of treatment for injuries sustained in an accident, fully covered by the Commission. Equally in the event of death while serving the Commission, the families of Adhoc personnel are entitled to financial compensation. Accidents or deaths should be reported immediately. These insurance policies are accessed through applications submitted to the office of the Resident Electoral Commissioner (REC) in the State where the Adhoc Staff worked.

2.2 Stakeholders and Their Roles

These are individuals or groups involved in the conduct of election. They include- the Contestants/Candidate, accredited Polling or Party Agents, Security Agents, accredited Journalists, Foreign and Domestic Observers, as well as the Voters.

2.2.1 Persons Allowed into the Polling Stations/Polling Unit and Collation Centre on Polling Day:

The following shall be allowed into the Polling Unit/Collation Centre on Polling Day:

- (a) Security Agents;
- (b) Candidates or their accredited Polling Agents;
- (c) Accredited Domestic and Foreign Observers;
- (d) Accredited Journalists/Media;
- (e) Voters (at Polling Units where they are registered **ONLY**); and
- (f) INEC Officials on Election Duty.

2.2.2 Security Agents and Their Roles

Security agents with the Police as Lead agency on Election Duty shall:

- (a) **Provide** security at the Polling Units/Polling Stations and Collation Centres to ensure that the Polling Units, counting of ballots, collation and declaration of results are conducted without any disturbance;
- (b) **Take** necessary measures to prevent violence or any activity that can threaten to disrupt the elections;
- (c) **Comply** with any lawful directive(s) issued by, or under the authority of INEC;
- (d) **Ensure** the safety and security of all Election materials, by escorting and guarding such materials as appropriate;
- (e) **Protect** Election Officials at the Polling Stations/Units and Collation Centres, especially in the course of their movement from one point to the other until the process is completed;
- (f) **Arrest**, on the instruction of the Presiding Officer, or any other designated INEC official, any person(s) causing any disturbance, or preventing the smooth conduct of proceedings at Polling Stations/Units as well as at the Collation Centres;
- (g) **On the instruction** of the Presiding Officer, stand at the end of the queue of voters at the Polling Unit, if any, at 2:30p.m., to prevent any person from joining the queue;
- (h) **Accompany** the Presiding Officer to deliver the election results, ballot boxes and other election materials safely to the RA/Ward Collation Centre;
- (i) **Accompany** Collation Officers to deliver election results to the Returning Officer and, subsequently, to the Resident Electoral Commissioner, or Electoral Officer, as the case may be, for the handover of election materials and reports.

NOTE 6:

Security Agents are not allowed to:

- (a) interfere with polling procedures, counting of the ballots, or the collation and declaration of result; and
- (b) handle any election material or, in any way, interfere in the conduct of the polls or counting of ballots.

2.2.3 Appointment of Polling Agents and Their Roles

A political party sponsoring candidate(s) can appoint one person as its Polling Agent for each Polling Unit; one Polling Agent for each Collation Centre; and a Representative at each point of distribution of electoral materials in the constituency where it is sponsoring candidate(s) for an election, by notice in writing, signed, addressed, and delivered to:

- (a) Chairman of the Commission, in the case of polling agents for collation at the Presidential Election;
- (b) Resident Electoral Commissioner, in the case of polling agents for Collation at the Governorship Election;
- (c) Electoral Officer, in all cases of polling agents for Polling Units / and polling agents for Registration Area/Ward and LGA;

OR

- (d) uploaded to the web portal not later than the last day stipulated in the Timetable and Schedule of Activities for the election.

However, no person shall be qualified to be appointed or serve as a Polling Agent to any political party if, being a person employed in the public service of the Federation, State, Local Government or Area Council when he/she has not resigned or withdrawn or retired from such employment at least **90** days before the date of the election.

With regard to the Polling Agents, Election Officials shall:

- (i) **Allow** each party to be represented by one accredited Polling Agent at a time in Polling Unit and Collation Centre;
- (ii) **Inspect** and ensure that the letters of appointment/accreditation are duly endorsed by their parties before letting the Polling Agents into the Polling Units, or Collation Centres;
- (iii) **Allow** the Polling Agents to observe the distribution of election materials, polling, sorting and counting of ballots as well as the announcement of results;
- (iv) **Commence** the election or collation processes even if no Polling Agent is present in the Polling Unit, or Collation Centre, respectively;
- (v) **Allow** Polling Agents to draw their attention to any observed irregularities;
- (vi) **Allow** Polling Agents to inform the PO if they believe that a voter is under the age of 18 years, or has committed an offence of impersonation;
- (vii) **Allow** Polling Agents to countersign the result forms at the Polling Units and the Collation Forms at the Collation Centres;
- (viii) **Issue** completed, stamped, signed and dated copies of the Statement of Result of Poll Forms and the Collation of Result Forms to Polling Agents present; and
- (ix) **Not allow** party agent to interfere with polling procedure and handling of election materials.

NOTE 7:

- (a) The notice of appointment as a polling agent shall contain the names, addresses and recent passport photographs of the polling agents and the respective Polling Units or Collation Centres to which they have been assigned and to be submitted not later than 14 days before the election. Any notice sent in late will be rejected;
- (b) Only a Polling Agent whose name had been submitted to the Commission in the prescribed manner shall receive a copy of the result sheet at a Polling Unit or Collation Centre;
- (c) The names of the Polling Agents for a Polling Unit should be sent by the EO to each PO before polling begins. Also, a candidate can stand as his/her Polling Agent at any Polling Unit or Collation Centre;
- (d) Polling Agents shall comply with lawful directives issued by or under the authority of the Commission or its officials including directive to leave the Polling Unit or Collation Centre, whenever and wherever necessary;
- (e) A Polling Agent who aids and abets election malpractices at a Polling Unit or Collation Centre shall be disqualified and on the instruction of the Poll Official/ Collation Official shall be removed from the Polling Unit/Collation Centre and shall be liable to prosecution; and

- (f) Party Agents are not allowed to:
 - (i) interfere with polling procedures, counting of the ballots, or the collation and declaration of results;
 - (ii) handle any election material or, in any way, interfere in the conduct of the polls or counting of ballots;
 - (iii) hold media interviews within the Polling Unit.

2.2.4 Election Observers and Their Roles

Domestic and Foreign Observers are appointed by their respective organizations and may be accredited by the Commission to observe the Elections. They have the right to observe the entire election process, including the counting of ballots at the Polling Units and the collation and declaration of results at the Collation Centres. Duly Accredited Election Observers who are wearing the Observer badges issued by the Commission for the election are entitled to:

- (a) **Observe** polling, sorting and counting of ballots as well as the collation, announcement and declaration of results; and
- (b) **Invite** the attention of an Election Official to any observed irregularities, but shall not, in any way, interfere in the process.

With regard to Election Observers, **Election Officials** shall:

- (i) **Check** that all Observers are duly accredited and wear their observer badges while in the Polling Unit;
- (ii) **Allow** Observers to observe the distribution of election materials, accreditation process, voting, sorting and counting of ballots as well as the collation, announcement and declaration of results; and
- (iii) **Allow** Observers to call their attention to any irregularities, without interfering with the process.

NOTE 8:

Observers are **not allowed** to:

- (a) Handle election materials or interfere in the conduct of poll or counting of ballots or wear the badge or symbol of any political party; or
- (b) Hold media interviews within the Polling Unit.

2.2.5 Accredited Journalists and Their Roles

Accredited Journalists have an important role to play, by reporting objectively on the conduct of the elections. Media professionals may **only** enter the Polling Unit if this does not disrupt polling. They may interview the Presiding Officer or his/her authorized representative with his/her consent. Such interview shall however be conducted outside the Polling Unit if activities within the Polling Unit permit this. Accredited Journalists may not film or copy any part of the process which may reveal personal details of any voter.

Accredited Journalists are allowed to:

- (a) Be in the Polling Unit- from the opening of poll on Polling Day and observe all stages of

the polling process - from sealing of the ballot box to closing activities provided they do not compromise the secrecy of the vote;

- (b) Move around the Polling Unit, as long as their movements do not, in anyway, interfere with the process, or obstruct the flow of voters, or the work of Polling Officials;
- (c) Interview the Presiding Officer or his/her authorized representative with his/her consent outside the Polling Unit; and
- (d) Observe the securing of Election materials for overnight storage and transportation.

NOTE 9:

Accredited Journalists are **not allowed** to:

- a) interview a Polling Official, Voter, Observer, Polling Agent, or any Special Guest, inside the Polling Unit during polling
- b) film, photograph or interview any individual within the Polling Zone, without her/his consent
- c) film or photograph any voter marking a ballot, or acquire any pictures, film footage or audio commentary, which records personal details of that voter
- d) film, photograph or copy the Register of Voters, Voter Cards or any balloting instruments or equipment.

2.2.6 Media Interviews

During interviews, the Presiding Officer may respond to general factual questions; but may not offer interpretations or opinions on the process. All interviews must take place outside the Polling Unit.

The PO **may** respond to factual questions such as:

- (a) Polling procedure;
- (b) Voter turn-out in the Polling Unit;
- (c) Duties as a Polling Official and what training was received; and
- (d) INEC Professional Ethics for Election Officials.

The PO **shall not** offer interpretations or opinions, such as:

- (i) Giving results on the local, regional or national level;
- (ii) Comment on expected election outcomes;
- (iii) Offer commentary on candidates or political parties;
- (iv) Offer opinions on policy, compliance or speculate on other issues; and
- (v) Comment on rumours.

2.3.0 Election Materials

2.3.1 Receiving Non-Sensitive Election Materials

Before the commencement of the election, the Presiding Officer (PO) shall:

Step1: **Receive** non-sensitive materials (Table 1) from the SPO;

Step2: **Verify** to ensure that all materials have been received and are in right quantity as shown in Table 1.

(The Assistant Presiding Officer I shall assist in doing this)

Step3: Record all items received on Form EC.25B (Electoral Material Receipt/Reverse Logistics Form) in the Polling Unit booklet.

Step4: Sign the Forms, keep one copy and give the other copy to the SPO.

2.3.2 Checklist of Non-Sensitive Material.

The list of non-sensitive materials for conduct of election as shown in Table 1 below.

Table 1: Checklist of Non-Sensitive Election Materials

SN	ITEM	CRITERIA FOR DISTRIBUTION OF MATERIALS	REMARKS
1	Form EC 17 – Oath Form	Two (2) Copies per Poll Official	To be Returned at Close of Poll
2	Polling Units Booklet	One (1) Booklet per PU	To be Returned at Close of Poll
3	FORM EC25A- Electoral Materials Receipt-Booklets	One (1) Booklet per LGA & RA	To be Returned at Close of Poll
4	FORM EC 25A (I) Materials return receipts-Booklets	One (1) Booklet per LGA & RA	To be Returned at Close of Poll
5	FORM EC25B- Electoral Receipt -Wards &Units	Five (5) Copies per Voting Point	To be Returned at Close of Poll
6	FORM EC25B (I)- Materials Receipt-Reverse Logistics	Five (5) Copies per Voting Point	To be Returned at Close of Poll
7	FORM EC25D-Distribution of sensitive Materials, attendance Register	One (1) Booklet Per LGA & RA	To be Returned at Close of Poll
8	Poster EC 30PWD – Written Instructions	Four (4) Copies per PU	To be pasted before commencement of poll
9	Poster EC 30A – Polling Station Poster	Four (4) Copies per PU	To be pasted before commencement of poll
10	Poster EC 30A(I) – Polling Station Information Poster	Two (2) Copies per PU	To be pasted before commencement of poll
11	Poster EC 30B – Polling Zone Poster	Four (4) Copies PU	To be pasted before commencement of poll
12	Poster EC 30C – Voting in Progress Poster	Two (2) Copies per PU	To be pasted before commencement of poll
13	POSTER EC30D-Collation Centre Poster	Four Copies per Collation Centre	To be pasted before commencement of poll
14	Form EC 40A – Ballot Paper Account and Verification Form	Four (4) copies per PU	To be Returned at Close of Poll
15	Form EC 40B – Spoilt, Rejected Ballot Paper Form	Two (2) copies per PU	To be Returned at Close of Poll
16	Form EC 40C – Statement of Used and Unused Ballot Paper Form	Two (2) copies per PU	To be Returned at Close of Poll
17	Form EC 40D – Undertaking with regards to Impersonation Form	Two (2) copies per PU	To be Returned at Close of Poll
18	Form EC 40E – Authority to Remove Person who Misconducts himself/herself Form	Two (2) copies per PU	To be Returned at Close of Poll

19	Envelopes EC 50A – Miscellaneous Election Materials	Two (2) copies per PU	To be Returned at Close of Poll
20	Envelopes EC 50B – Register of Voters	One (1) Copy Per PU	To be Returned at Close of Poll
21	Envelopes EC 50C – Unused Ballot Papers	Three (3) Copies Per PU	To be Returned at Close of Poll
22	Envelopes EC 50D – Ballot Paper Account Form	One (1) Copy Per PU	To be Returned at Close of Poll
23	Envelopes EC 50E – Counterfoils of Ballot Papers	Three (3) Copies Per PU	To be Returned at Close of Poll
24	POSTER EC60A - Notice of Election Poster	Three (3) Copies per Unit/VP	
25	POSTER EC60B - Notice of List of Candidates Poster	Three (3) Copies per Unit/VP	
26	POSTER EC60C - Notice of Nomination Poster	Three (3) Copies per Unit/VP	
27	POSTER EC60D - Notice of Poll Poster	One Hundred (100) Copies per RA	
28	Poster EC60E - Publication of Result of Poll Poster	One (1) Copy Per PU	To be pasted at the PU after Polls
29	Blue Biro	Three (3) Pieces Per Official	To be returned at close of Poll
30	Red Biro	Two (2) Pieces Per PU	To be returned at close of Poll
31	Black Biro	Two pieces Per PU	To be returned at close of Poll
32	Micro Drip Dry	Four (4) Pieces Per PU	To be Returned at Close of Poll
33	Marker Pen	One (1) Piece per PU	To be Returned at Close of Poll
34	Cellotape	One (1) Piece per PU	To be Returned at Close of Poll
35	Masking Tape	One (1) Piece per PU	To be Returned at Close of Poll
36	Twine Rope	Two (2) Rolls Per PU	To be Returned at Close of Poll
37	Liquid Gum	One (1) Bottle Per Polling Unit	To be Returned at Close of Poll
38	Election Bag	One per SPO & Collation centre	
39	INEC Sticker-Election Duty	One Hundred Copies per RA	
40	Presiding Officer Stamp	One (1) Piece Per Polling Unit	To be Returned at Close of Poll
41	Asst. Presiding Officer Stamp	One (1) Piece Per PU	To be Returned at Close of Poll

42	Indelible Ink – Marker Pen	Four (4) Pieces Per PU	To be Returned at Close of Poll
43	Drawing/Tack Pins	One (1) mini pack per PU	To be Returned at Close of Poll
LAMINATED ID CARDS			
44	For Presiding Officers	One (1) per Poll Official per PU	To be Returned at Close of Poll
	For Asst. Presiding Officers I		
	For Asst. Presiding officers II		
	For Asst. Presiding Officers III		
	For Supervisory Presiding Officer		
	For Reg. Area Collation Officer		
	For LGA Collation Officer		
	For State Constituency Collation Officer For RA Level Collation Political Party Agents ID Cards		
45	Seal for Ballot Boxes	Eight (8) Pieces per PU	To be Returned at Close of Poll
46	Ballot Box Sticker	Six (6) per PU	To be Returned at Close of Poll
47	Scissors	One (1) per PU	To be Returned at Close of Poll
48	Life Jacket	Where applicable	
49	Voting Cubicles	One (1) per PU	To be Returned at Close of Poll
50	Ballot Box Direction Poster	One (1) per PU/VP	
TAMPER PROOF EVIDENT ENVELOPES			
51	For Result Sheets	One (1) Per PU x No. of Elections	To be Returned at Close of Poll
	For Used Ballot Papers		
	For Result Sheet		
52	Seal for Collapsible Ballot Boxes	Two (2) Pieces Per PU	
53	Dry Cell Batteries	Six (6) Pairs X Rechargeable Lamp	
54	Drawing/Tack Pins	One (1) Pack Per Polling Unit	
55	Checklist	One (1) Per Polling Unit	
APRON/VEST			
56	For Presiding Officers For Asst. Presiding Officers I For Asst. Presiding Officers II For Asst. Presiding Officers III	One (1) Per Officer	To be Returned at Close

57	Rechargeable/Solar Power Lamp	Two (2) per Collation Centre and Five (5) Per PU	
58	12 Digit Dual Powered Calculator	One (1) Per Collation Centre	
59	Seal-For Non-Collapsible Ballot Boxes	Four (4) Pieces Per PU	
BALLOT BOXES			
60	Ballot Box with Green Lid	One (1) Per PU	To be Returned at Close
	Ballot Box with Black Lid		
	Ballot Box with Red Lid		
61	Canopies	One (1) Big Canopy	To be Returned at Close of Poll
62	Table and Chairs	Three (3) Tables & Five (5) Chairs per PU	To be Returned at Close of Poll
63	Assistive Aids	One (1) Per PU	To be deployed for specific PU and to be returned at Close of Poll
64	Electronic Voter Register (EVR)	Two (2) Sets of Black and White Copies)	To be Returned at Close of Poll
65	Braille Ballot Guide	Where applicable	To be Returned at Close of Poll
66	COVID-19 awareness booklet, kit and handout	One (1) per Election Official	
67	Facemask	Two (2) per Election Officials	
68	Infrared thermometer	One (1) per RA	
69	Voter Code of Conduct Poster	One (1) per PU	

2.3.3 Receiving Sensitive Election Materials

The **PO** shall:

- Step 1: Receive** sensitive materials for use at the Polling Unit from the SPO at the RAC.
- Step 2: Record** on Form EC.40A the serial number range of the ballot papers and the total quantity of ballot papers for each type of election received from the SPO.
- Step 3: Check** the materials to ensure they are complete and are in the right quantity.

2.3.4 Checklist of Sensitive Materials

The following in the box below are the Checklist of Sensitive Materials (**Table 2**) that the Presiding Officer will receive at the RAC for the:

- (a) Presidential and National Assembly (Senate and House of Representatives) Elections; and
- (b) Governorship and State Houses of Assembly Elections.

Table 2: Checklist of Sensitive Materials

A. PRESIDENTIAL AND NATIONAL ASSEMBLY ELECTION MATERIALS			
SN	MATERIALS	QUANTITY	REMARKS
1.	Form EC 8A (Presidential)	One (1) booklet	
2.	Form EC.8A (I) (Sen. Election)	One (1) booklet	
3.	Form EC.8A (II) (House of Representatives Election)	One (1) booklet	
4.	EC 40G PU	Three (3) Forms (One (1) each for Presidential, Senatorial and House of Representatives Election)	Where applicable
5.	Ballot papers for Presidential Election	Equal the number of registered voters in the Polling Unit	One (1) booklet contains 100 leaves
6.	Ballot papers for Senatorial Election	Equal the number of registered voters in the Polling Unit	One (1) booklet contains 100 leaves
7.	Ballot papers for House of Representatives Election	Equal the number of registered voters in the Polling Unit	One (1) booklet contains 100 leaves
8.	Bimodal Voter Accreditation System	One (1) piece per PU	Spare available with the RATECH
9.	Electronic Voter Register (EVR)	Two (2) (Coloured Copies) Sets of	To be Returned at Close of Poll
B. GOVERNORSHIP AND HOUSE OF ASSEMBLY ELECTION MATERIALS			
1.	Form EC.8A (Governorship Election)	One (1) booklet	
2.	Form EC.8A(I) (House Assembly Election)	One (1) booklet	
3.	EC 40G PU (2)	Two (2) Forms (1 each for Governorship and House of Assembly)	Where applicable
4.	Ballot papers for Governorship Election	Equal the number of registered voters in the Polling Unit	One (1) booklet contains 100 leaves
5.	Ballot papers for House of Assembly Election	Equal the number of registered voters in the Polling Unit	One (1) booklet contains 100 leaves
6.	Bimodal Voter Accreditation System	One (1) piece Per PU	Spare available with the RATECH
7.	Electronic Voter Register (EVR)	Two (2) Sets of Coloured Copies)	To be Returned at Close of Poll

2.3.5 Customization and Colour Coding of Balloting Instruments

The PO shall note that balloting instruments may be customised in the following manner:

- i. Ballot Boxes-----Unique coding
- ii. Ballot Papers ----- Specific to LGAs/Area Councils
- iii. Result Sheets (EC.8Series)----- Specific to PUs, RAs, LGAs/Area Councils and Constituencies
- iv. EC 40G Series ----- Specific to PUs, RAs, LGAs/Area

2.3.6 Polling Unit Booklet

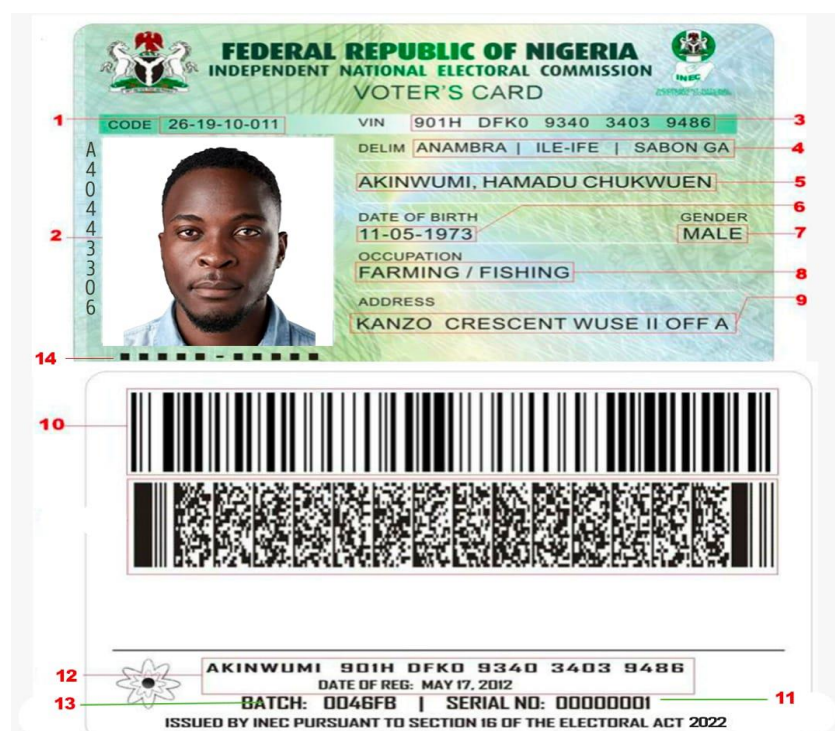
This is a compendium of election forms. The Presiding Officer is expected to fill the Forms in the Booklet and submit same to the Supervisory Presiding Officer at the end of each election. The booklet contains the following:

- (a) Readiness Check;
- (b) Form EC 25 B: Electoral Material Receipt/Reverse Logistics (the filling of EC 25 B after inspection of materials and before the commencement of elections and is mandatory for all POs as contained in Section 72 (3) of the Electoral Act 2022 and Clause 17(c) of the Regulations and Guidelines for Elections, 2022);
- (c) Form EC 40 A: Ballot Paper Account and Verification Statement;
- (d) Form EC 40 B: Statement of Rejected and Spoilt Ballot;
- (e) Form EC 40 C: Statement of Used and Unused Ballot Papers;
- (f) Form EC 40 G: Summary of Polling Units Where Elections were cancelled or Did Not Hold
- (g) Polling Unit Staff Details;
- (h) Political Party Agents Attendance Register;
- (i) Security Personnel Register;
- (j) Accredited Attendees (Media/Observers);
- (k) Information on PWDs (Summary); and
- (l) Declaration by Presiding Officer Sheet.

2.4.0 Election Technology Devices

2.4.1 Sample Copy of Permanent Voter Card

Below is a sample of the Permanent Voter Card showing the Front (Fig: 1) and Back (Fig: 2) views:



2.4.2 Features of PVC

The card has the following features:

- i. PU Code
- ii. Voter's image
- iii. VIN (Voter Identification Number)
- iv. Delimitation: The codes for the State, LGA, Ward and Polling unit the voter belongs to
- v. Voter's Name
- vi. Voter's Date of Birth
- vii. Voter's Gender
- viii. Voter's Occupation
- ix. Voter's Address
- x. Barcode
- xi. Card Serial Number
- xii. Last Name/Surname, VIN of the voter, and date of registration
- xiii. Batch Number
- xiv. Voter Fingerprints indicator

2.4.3 Functions of the PVC

It is used to identify registered voters at the Polling Unit (PU) for voting.

2.5.0 The Electronic Voter Register (EVR)

The Electronic Voter Register (EVR) is a compilation of names of all eligible voters, on Polling Unit Basis. Example of the pages of the EVR are shown Fig. 3 below:

2.5.1: Sample Page of the EVR

FEDERAL REPUBLIC OF NIGERIA			
Valid Registrations			
	State: 13 - EKITI Local Govt. Area: 01 - ADO EKITI Registration Area: 01 - ADO 'A' IDOFIN PU: 001 - IN FRONT OF UDE'S HOUSE / OGBON IGBARA, IDOFI	Time Printed: 12:25:15pm, Thu, May, 12, 2022 Total Records: 716 Page: 1 of 72	
1	  ADEBAYO, SUNKANMI EMMANUEL VIN: 50750 00000 00000 0000 DOB-Y: 1987 Gender: M OCCUPATION : STUDENT P/NA G/HA ACE RP/RE RGOV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6	  ADE, JOHN VIN: 50750 00000 00000 0000 DOB-Y: 1989 Gender: M OCCUPATION : STUDENT P/NA G/HA ACE RP/RE RGOV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	  ADDA, MONDAY VIN: 50750 00000 00000 0000 DOB-Y: 1993 Gender: M OCCUPATION : STUDENT P/NA G/HA ACE RP/RE RGOV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7	  ADE, OLUWAREMISOLA LUCIA VIN: 50750 00000 00000 0000 DOB-Y: 1999 Gender: F OCCUPATION : STUDENT P/NA G/HA ACE RP/RE RGOV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Fig. 3: Sample pages of EVR

2.5.2 Features of the EVR

- i. Delimitation data
- ii. Photograph
- iii. Name (Surname First)
- iv. VIN - Voter Identification Number
- v. QR code
- vi. Year of Birth
- vii. Occupation
- viii. Gender
- ix. Election Type checkboxes
 - **P/NA:** Presidential/National Assembly
 - **G/HA:** Governorship/House of Assembly
 - **ACE:** Area Council Elections
 - **RPRE:** Presidential Runoff
 - **RGOV:** Governorship Runoff

2.5.3 Functions of the EVR

The authentic register of voters used for safe keeping of the names and delimitation data of eligible voters by States, Local Government/Area Council Levels, Wards and Polling Units for easy retrieval when needed.

2.6.0 Technological Devices for People with Disabilities (PWDs)

The Commission has made available some technological devices and systems as shown in Table 3 below for the inclusion of Persons with Disabilities (PWDs) in electoral and political processes and they include:

Table 3: Technological devices and systems for persons with disabilities (PWDs)

S/No	TYPE OF DISABILITY	ASSISTIVE AID/DEVICE	HOW TO OPERATE
1	Albinism	Magnifying glass- to make the symbols/ alphabets (ballot paper) bold	Hold handle, place ballot paper underneath to enable the enable the person with Albinism or low vision cast an informed vote
2	Hearing impairment	In the absence of a sign Language interpreter, poster EC30PWD 'the written instruction' should be pasted in all Polling Unit, it has pictorials to enable the hearing impaired/deaf follow the polling procedures on Election Day	Once the Presiding Officer notices a person with hearing impairment/deaf, he/she should be allowed to come to the front of the cue to be attended to
3	Physical impairment	Ramps and rails make mobility easier.	This device is placed across slightly elevated surfaces to allow Persons with disabilities (PWDs) access Polling Units
4	Visual impairment	Braille is used for persons with visual impairment.	Persons with Visual impairment that can read

			Braille should be given the Braille Ballot Guide to cast his/her vote or is the person cannot read braille he/she should be allowed to be assisted by a person he/she brought from home to assist
5	Spinal cord injury	Persons with spinal cord injury can perform all activities but due to their condition, they cannot stand or sit for long hours.	Such persons should be quickly attended to if identified.
6	Form EC40H	This form is used to capture the disaggregated data of Persons with Disabilities	Presiding Officers should ensure that the disaggregated data of PWDs who voted are captured.

2.7.0 Overview of the Bimodal Voter Accreditation System (BVAS)

2.7.1 The Bimodal Voter Accreditation System (BVAS)

The INEC Bimodal Voter Accreditation System (BVAS) is a system that allows for voter authentication using fingerprint and facial recognition technology. The BVAS comprises software and hardware components. It can also be used to scan and electronically transmit PU/RA/LGA/State election results to the INEC Result Viewing (IReV).

2.7.2 Features of the BVAS

The main hardware components of the BVAS are shown in Fig. 4 and features of the BVAS corresponding to the numbering in the figures A – D are listed in Table 4 below; while the power bank is shown in Figure 5.

- (a) **Hardware Component:** The hardware component of the **BVAS** has the following features:

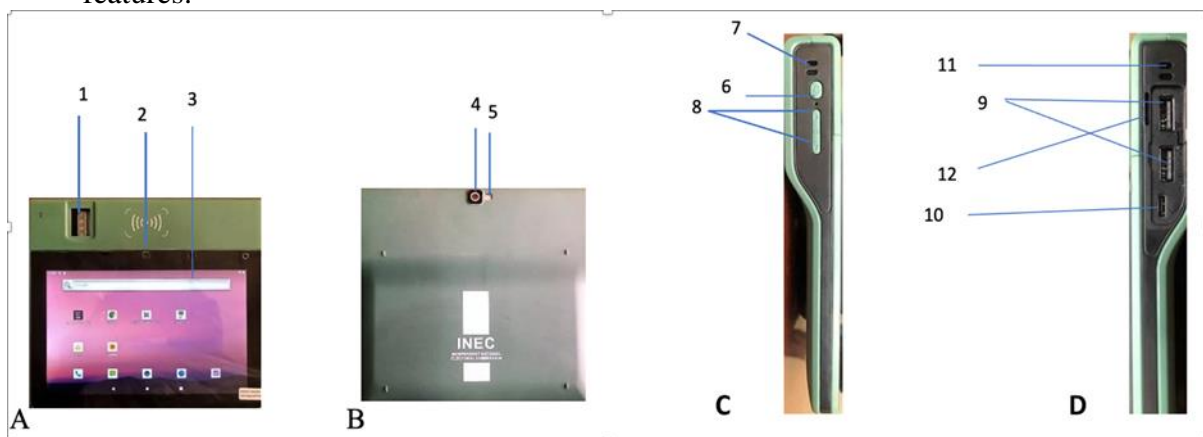


Fig: 4 Bimodal Accreditation System

Table 4: List of Main Components of BVAS

1. Fingerprint Scanner	7. Microphone
2. Front Camera	8. Volume Button Up/Down button
3. Touch Screen	9. USB Type A port
4. Back Camera	10. USB Type C port
5. LED Flash	11. Speaker &
6. Power Button	12. SIM Card & SD Card slots and Device Battery enclosed within the Back Cover



Fig: 5 Power Bank - used as backup power

- (b) Software component: The BVAS runs on Android Operating System (OS) with the relevant software for the various functions it is designed to perform installed.

2.7.3 Functions of the BVAS

- (a) The **BVAS** is used during accreditation, to verify a voter's PVC by entering the last six digits of the VIN, or Scanning the Barcode on the PVC or using the last name of the voter or entering the last name of the voter, or scanning the QR code on the voter register
- (b) Authenticates the bearer of the Card as the legitimate owner of the PVC by either fingerprint or facial matching; and
- (c) Scan and upload Polling Unit (PU) Result sheet which will be visible on the IReV portal.
- (d) It stores number of accredited voters

2.7.4 Packing and Unpacking of BVAS

The **BVAS** is usually stored in a box with its accessories. While unpacking the **BVAS**, confirm the following components are contained in the box:

- (a) USB cables (USB Type A, C and mini-USB);
- (b) Charging Adapter;
- (c) Keyboard;
- (d) The BVAS; and
- (e) Power Bank.

At the end of Polls, ensure that all components listed above are appropriately packed into the box.

2.7.5 Charging the BVAS

- (a) Plug in the USB Type-C cable into the appropriate port on the BVAS and plug the other end of the cable to the Charging Adapter or Power Bank;
- (b) If you are using the Charging Adapter, it needs to be plugged to the mains supply socket; and
- (c) The Charging status/percentage will be seen to be displayed alongside the battery icon on the screen of the device.

2.8.0 Use of The BVAS for Verification and Authentication

2.8.1 Procedures for Logging into the BVAS Application for Accreditation:

Step 1: Switch on the device by pressing and holding the power button for 3 seconds and release to display **Device Lock** screen as in Figure 6.

Step 2: On the Device Lock Screen, swipe up to unlock and display the Device home page below as in Figure 7.

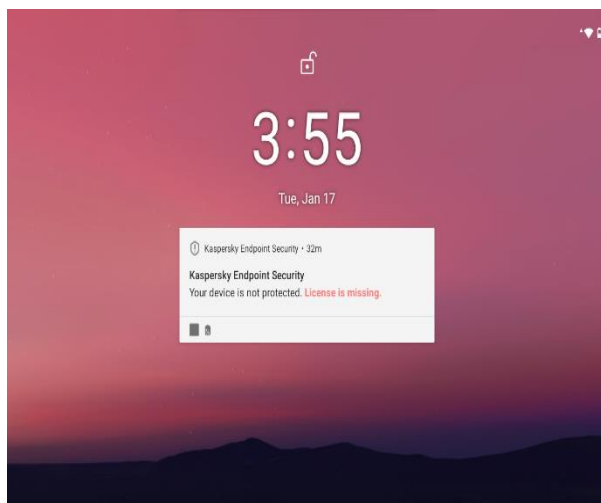


Figure 6: Device Lock Screen

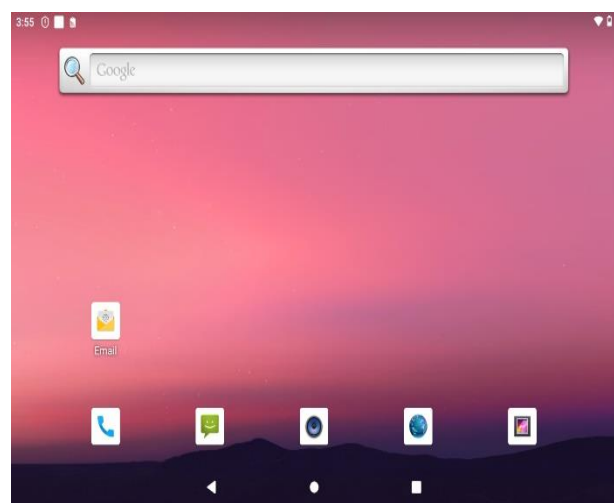


Figure 7: Device Home Page

Step 3: On the **Home Device** page, swipe up to display the Application's menu as in Figure 30 below:

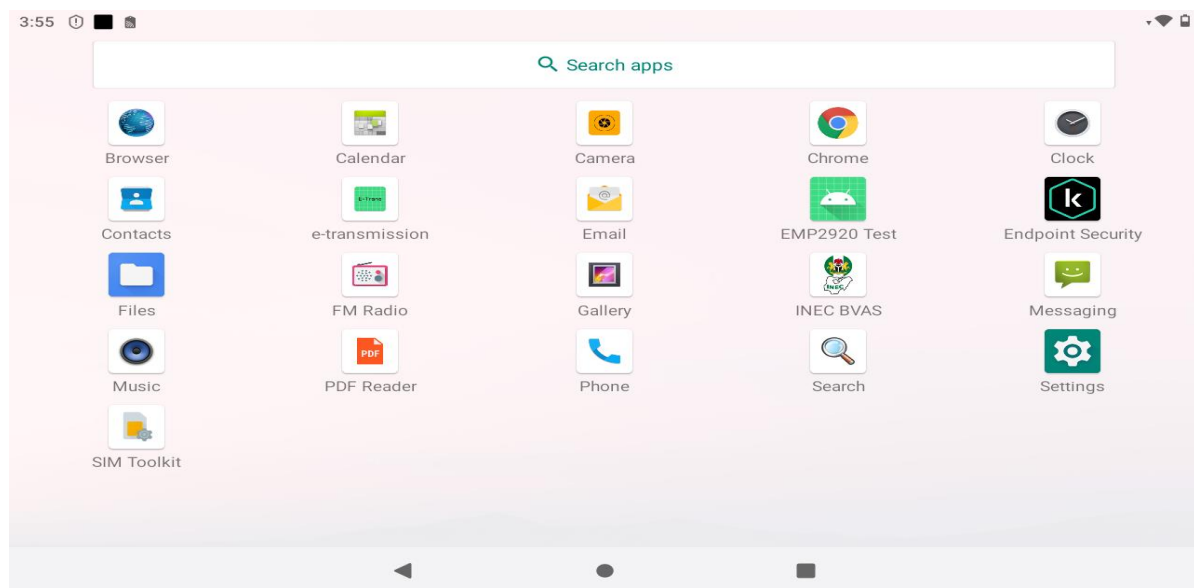


Figure 8: Application Homepage

Step 4: On the Application Homepage, click on **INEC BVAS icon** to display the BVAS application login as Figure 9 below:

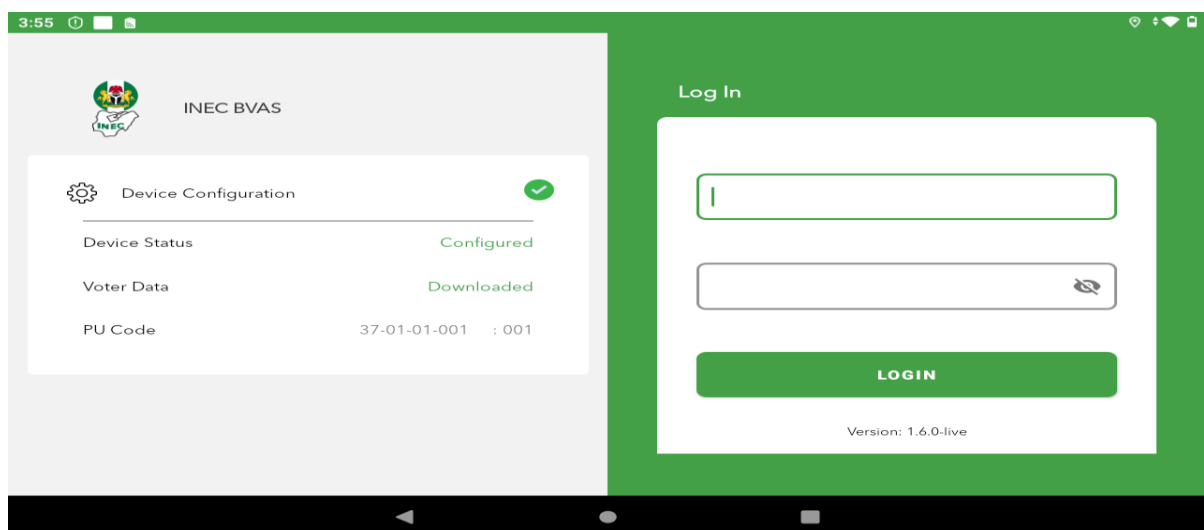


Figure 9: BVAS Application Login Dashboard

Step 5: Enter the username and password on the BVAS login screen and tap on the LOGIN button (**Fig. 10**)

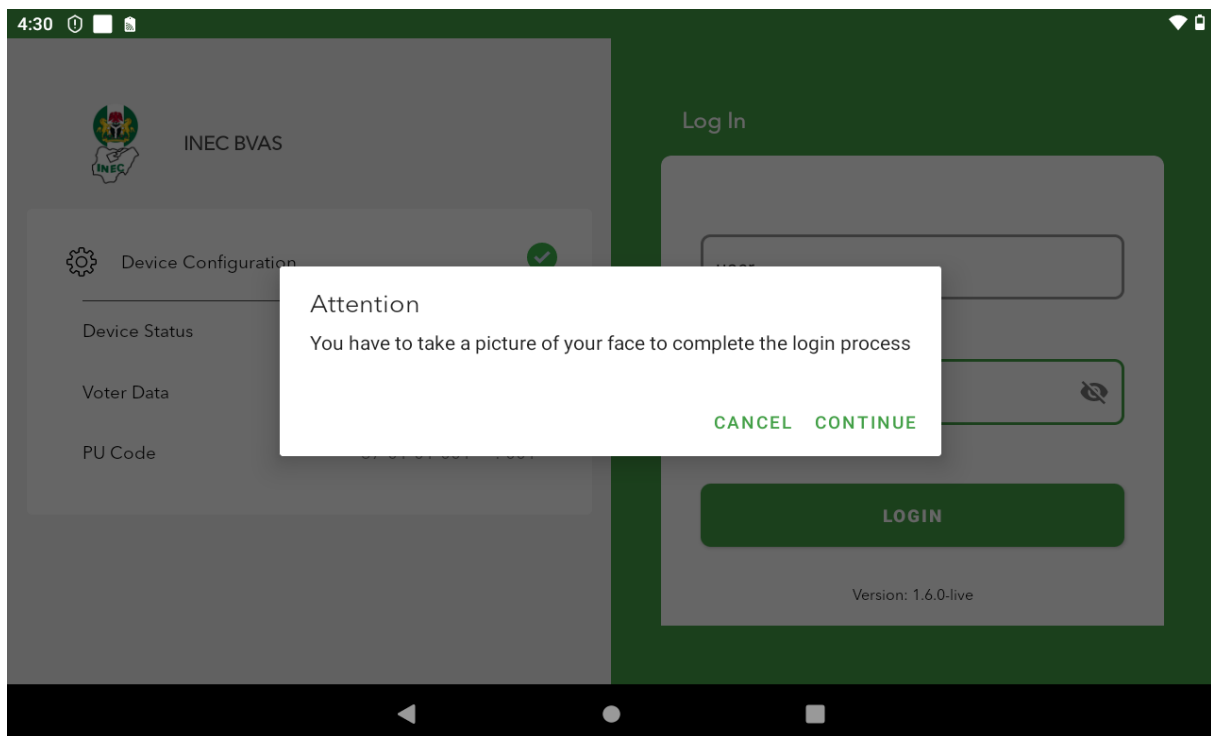


Figure 10: BVAS Login Screen

Step 3: On Figure 10 above, click on continue to display the camera viewing page as in Figure 11 below.

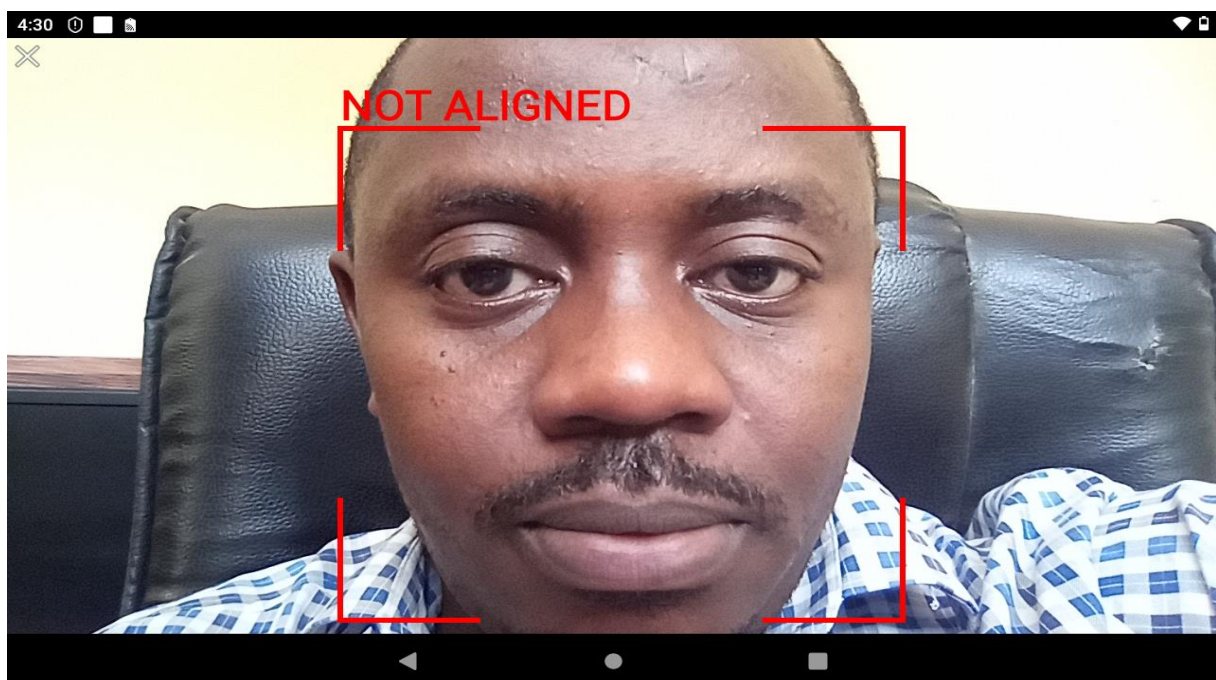


Figure 11: BVAS Camera Viewing Page

Step 4: On Figure 11 above, the camera is showing not aligned in a red triangular box and it has to be aligned before it will display the camera capture button as shown in figure 12 overleaf.

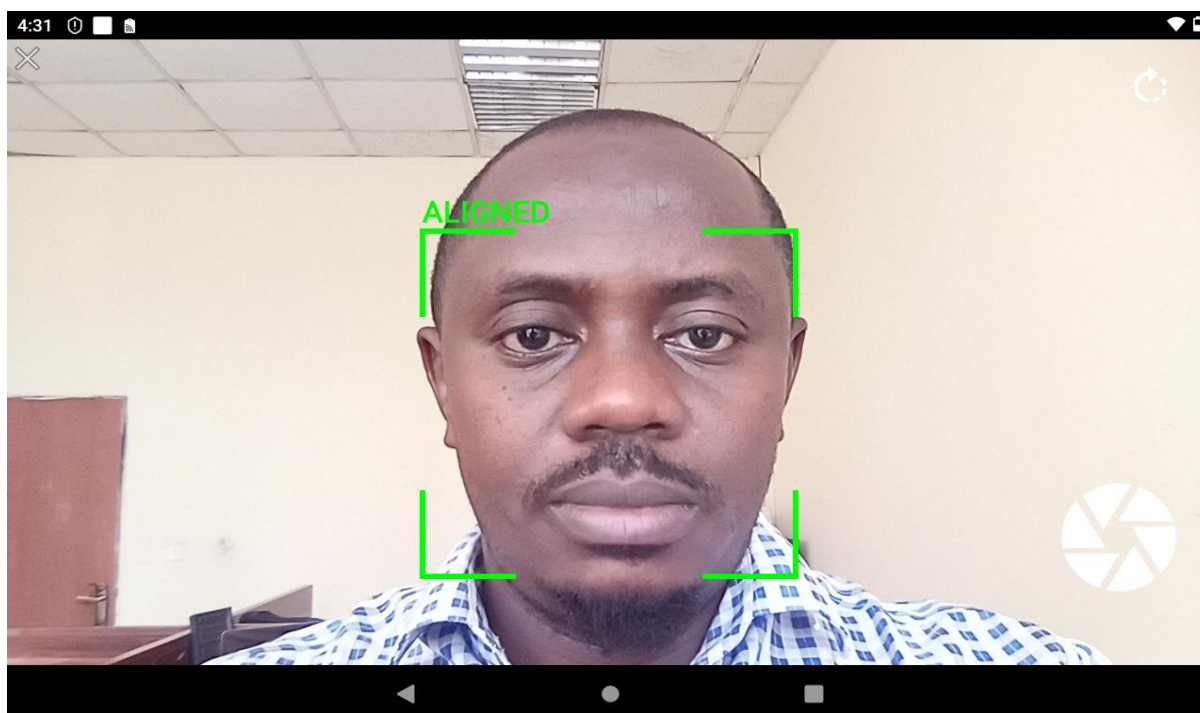


Figure 12: Presiding Officer Self-captured Face

Step 5: On Figure 12, the user has to click or tap on the camera capture button to take the picture and allow it to proceed automatically.

Note: Upon successful Login, the Dashboard is displayed as seen in Figure 13 below:

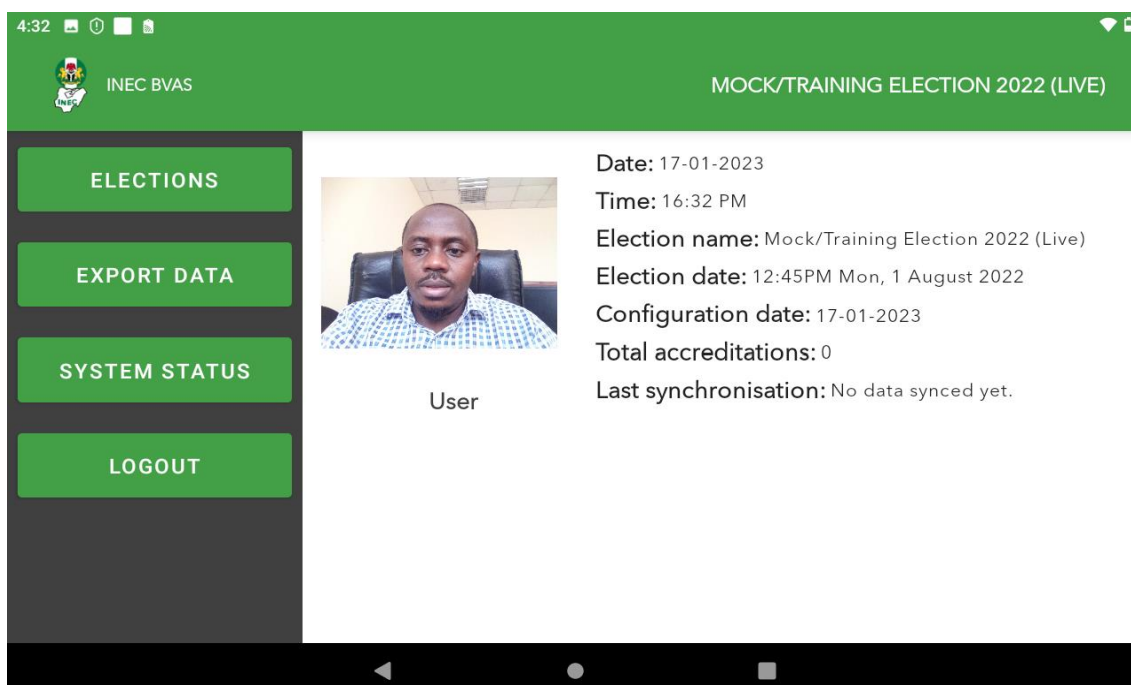


Figure 13: User Dashboard with Presiding Officer's Captured Face

2.8.2 Use of BVAS for Accreditation

Step 1: On the User dashboard, click on the ELECTION button to proceed to the Election Dashboard in Figure 14

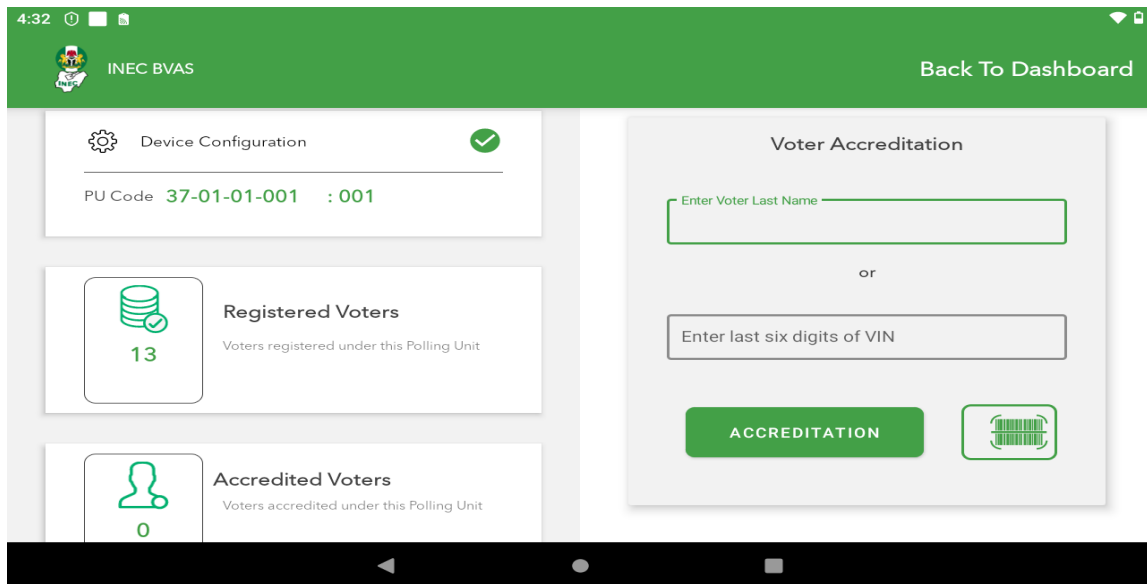


Figure 14: Accreditation Dashboard Displaying Options

Figure 14 above shows the Election Dashboard with all the key options to begin Voter Accreditation, information on Device Configuration (i.e., PU information), the Total number of Registered Voters and Total number of Accredited Voters.

Note 10:

- (i) On the eve of election, and at the commencement of polls, the PO should check that the total number of registered voters on the EVR and the manual register tally. Where there is a discrepancy, the PO should escalate to the RATEchSS for correction.
- (ii) At the commencement of polls, the PO should cross-check that the data for accredited voters is Zero.

2.8.3 Use of BVAS for Identification, Verification and Authentication

a. Identification

The APO I shall:

Step 1: Collect the PVC from the Voter;

Step 2: Type-in the Voter's **Last name** in the field provided; **OR**

Enter the **Last Six digits** of the Voter's VIN in the field provided; **OR**

Click on the Bar/QR code scanner button on the **ELECTIONS** dashboard to scan the Bar code on the PVC or the QR code on the Register of Voters. This leads to the Accreditation Dashboard (Fig. 15).

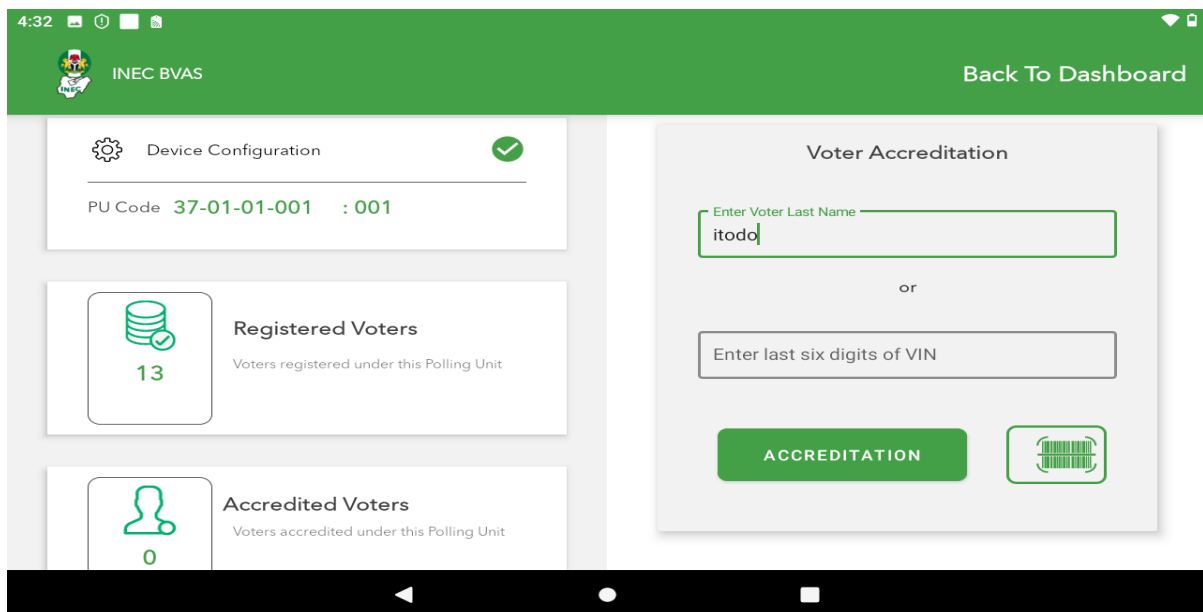


Figure 15: Accreditation Dashboard: Searching for a voter information

Step 3: Click on the ‘**ACCREDITATION**’ button to search for the voter’s record. If a voter is duly registered in the PU, his/her information will be displayed as seen below in Figure 16.

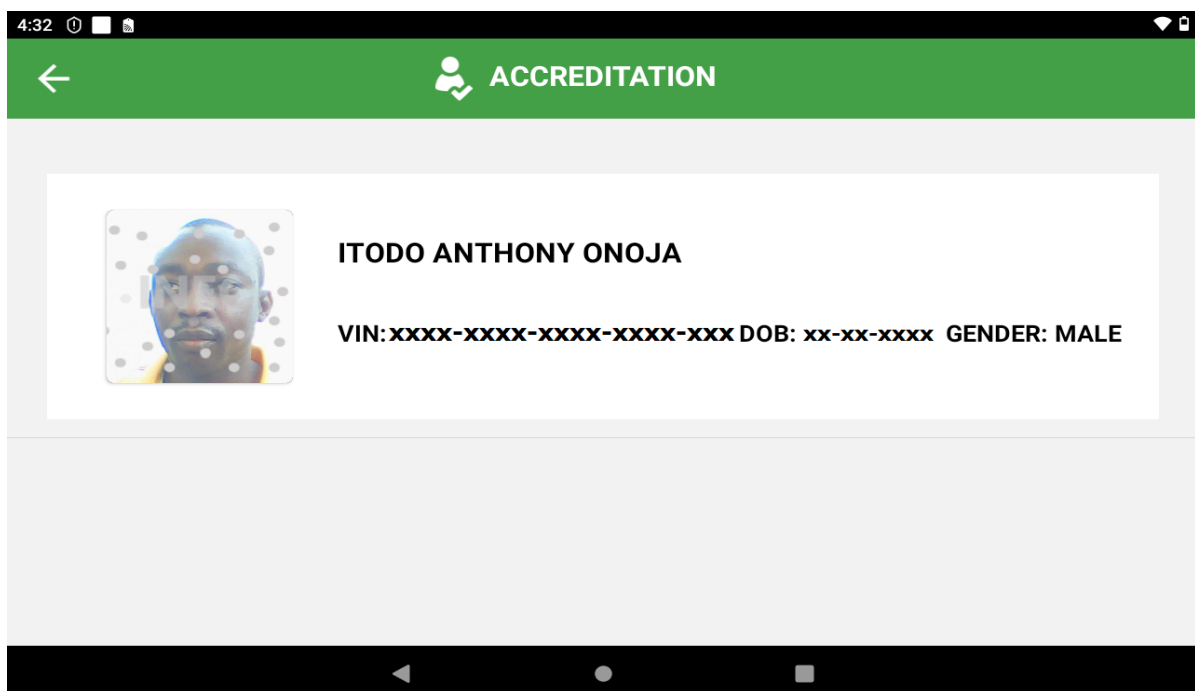


Figure 16: Displayed Voter’s Record

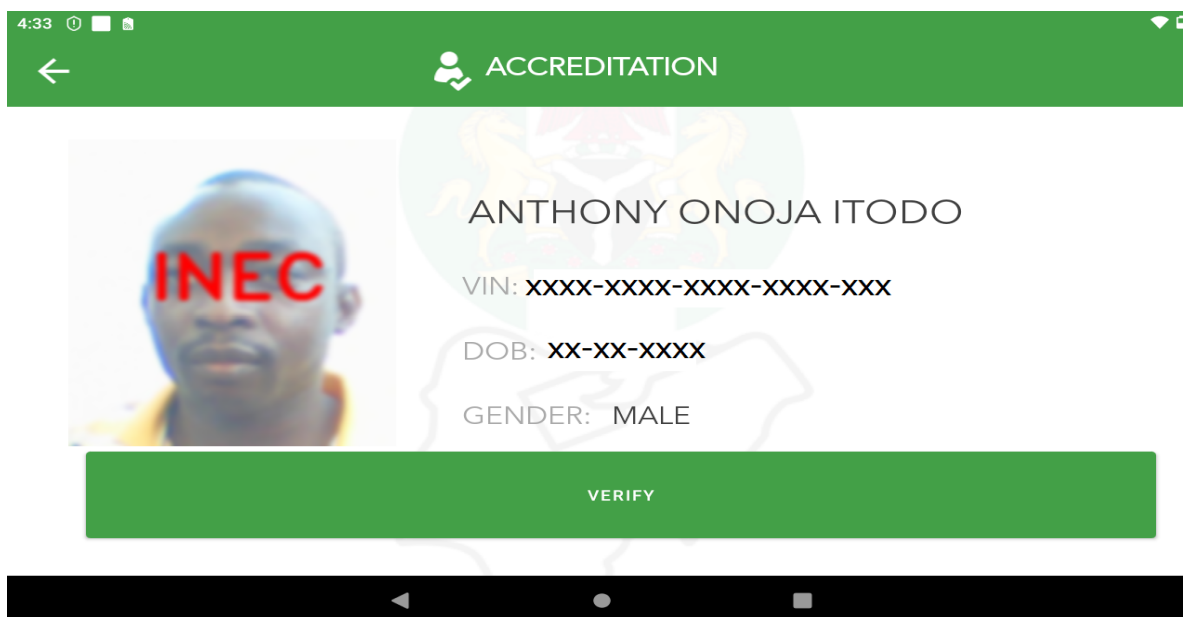


Figure 17: Displayed Voter's Record

If a voter is duly registered in the PU, his/her information will be displayed as in Fig. 17 above and is thus verified.

b. Verification and Authentication

The APO I shall:

Step 1: Clean the BVAS with the prescribed disinfectant wipes after every use;

Step 2: Click on the voter's image displayed on the screen of the BVAS as shown in Fig 17 above and then click 'VERIFY' to initiate the authentication process. Two options are available for voter's authentication (fingerprint or facial authentication), as seen in **Fig. 18** below;

- (i) **To Verify Fingerprint:** This option activates the Fingerprint scanner in readiness to authenticate the fingerprint of the voter. Click on the **Verify Fingerprint** icon (Fig. 18) to activate the fingerprint scanner and request the voter to place his/her finger on the fingerprint window on the BVAS to authenticate the voter. If successful, the dashboard in Fig. 21 indicating Verification Successful and click "Return" then Figure 24 will appear requesting to Accredit Another voter. If it fails, dashboard (Fig 20) will appear with the message "Verification Failed, try again. re-click **Verify fingerprint** (Fig. 18) to re-attempt. If it fails after 3 attempts, use the '**Verify Photo**' option (Fig. 23) to authenticate using the facial of the voter;

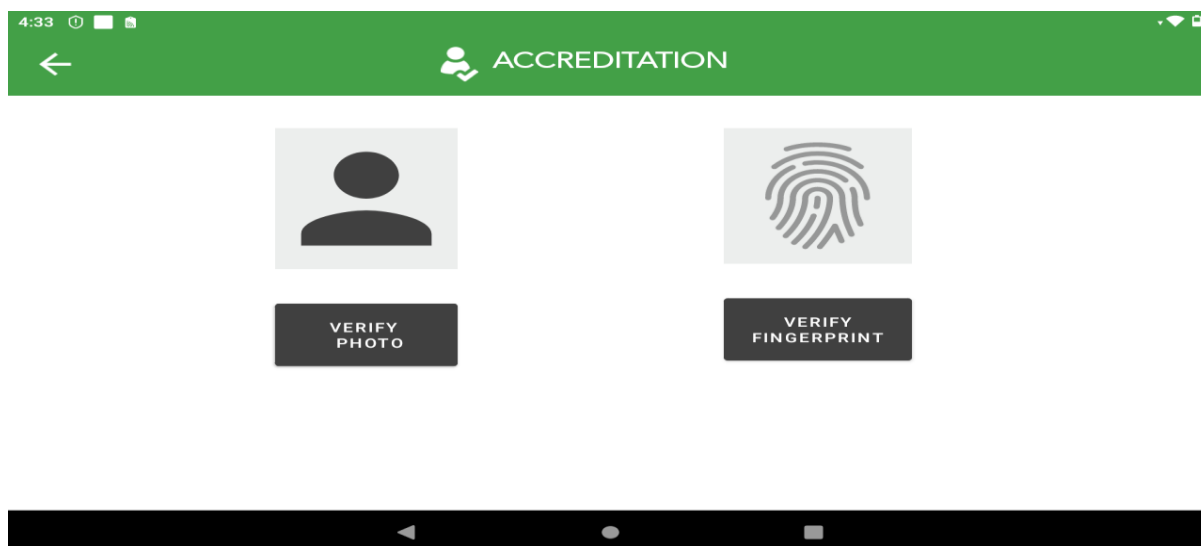


Fig. 18: Options for Authentication using Photo or Fingerprints of a Voter

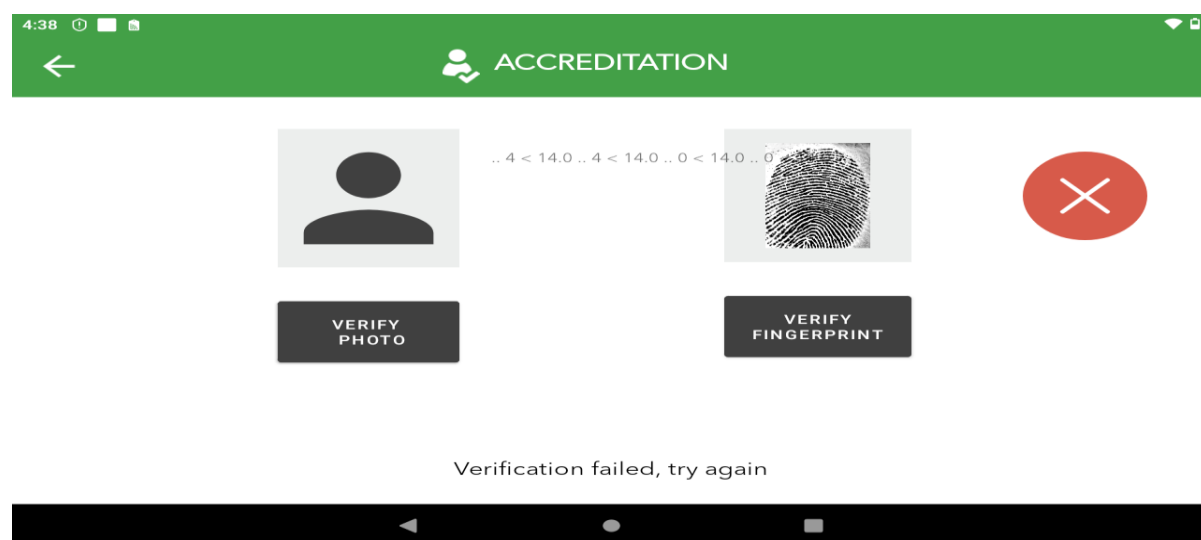


Fig. 19: A Failed Attempt of Fingerprint Authentication

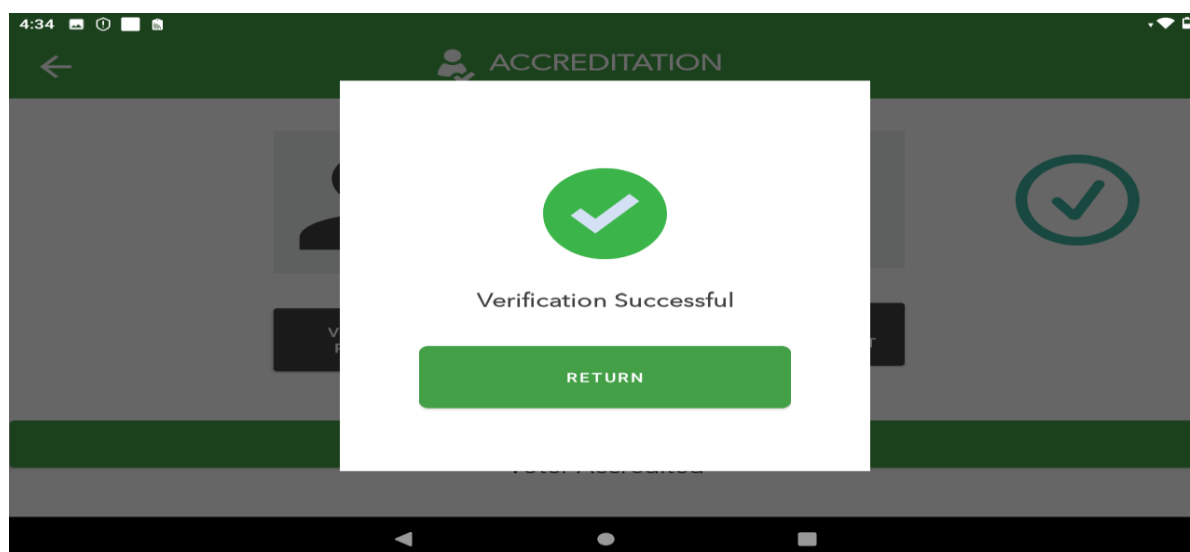


Fig. 20: fingerprint accepted

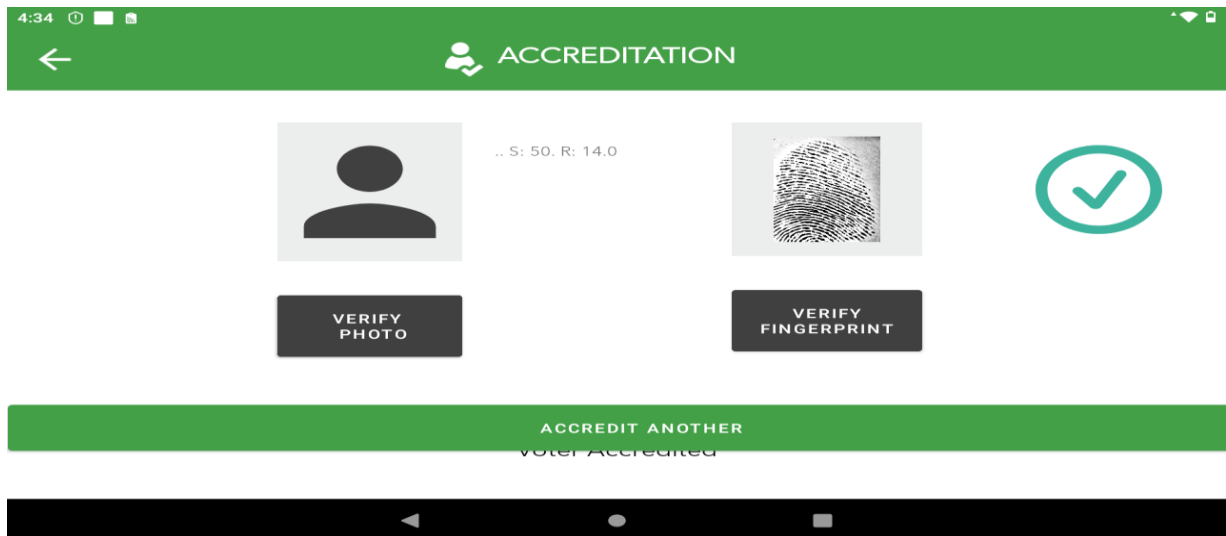


Fig. 21 A successful fingerprint authentication

- (ii) **To Verify Photo:** This option activates the device camera to capture a photo of the voter for facial authentication. Click on the **Verify Photo** icon to launch the camera and wait for the camera to aligned with the voter face before capturing a passport photo of the voter. The BVAS will automatically compare the captured photo with the voter's photo stored on the BVAS and will return a verification successful message if it successfully authenticates. Click 'Return' to continue.

Note: For the facial authentication to be successful:

1. The voter must face the direction of the sun or light and stand backing a plain background.
2. The camera has to aligned with the face of the voter before it allows to captured the photo as seen in figure 22 and 23 below.

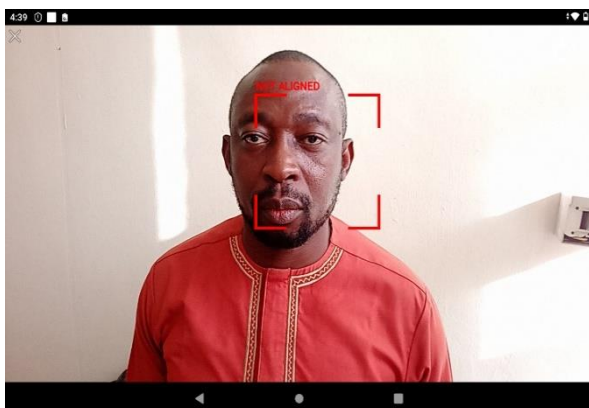
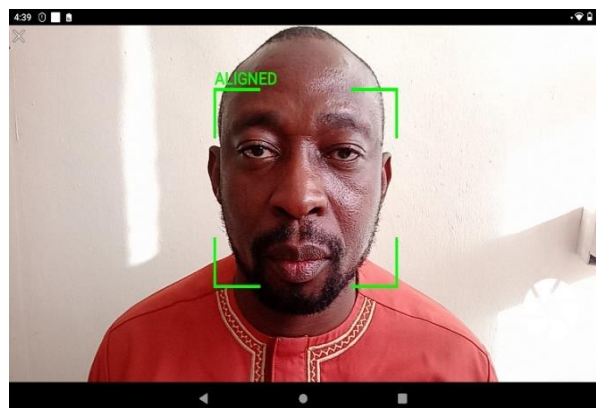


Figure 22: Camera Not Aligned



**Figure 23: Camera Aligned,
click on capture button to take
the picture**

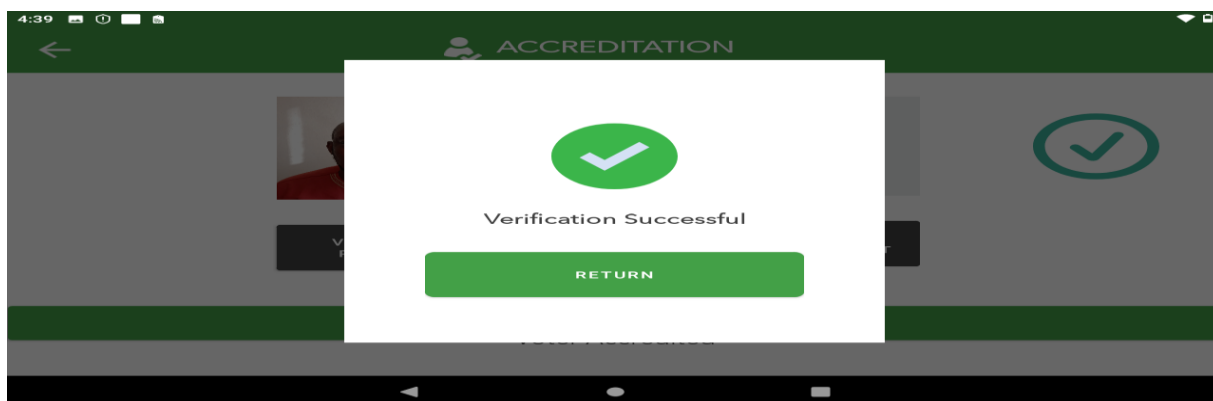


Figure 24: Successful Facial authentication

Step 3: Confirmation of a successful facial authentication will display a Tick (✓) sign and then Click ‘Accredit another’ (Figure 25) to return to the dashboard and continue with the next voter on the queue.

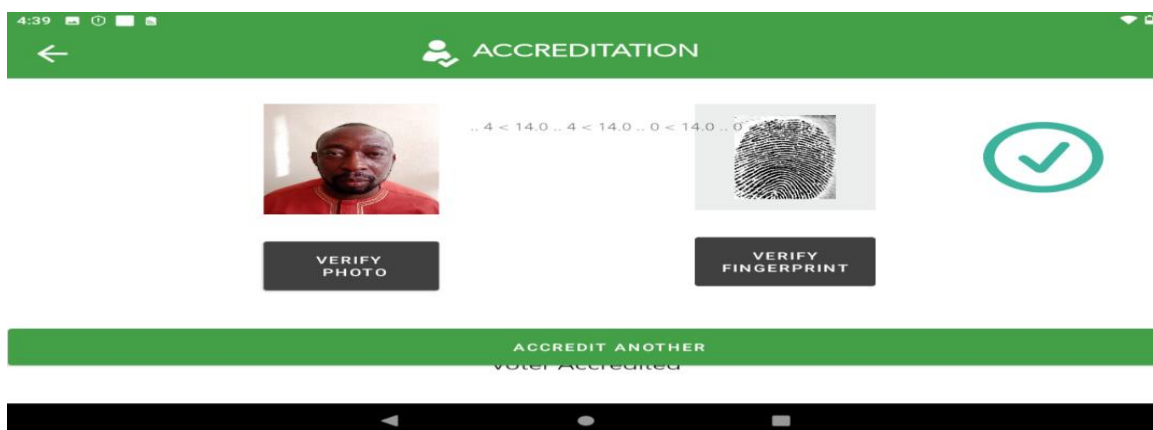


Figure 25: Confirmation of a successful facial authentication

Step 3: Click ‘Accredit another’ in Fig. 25 to return to the dashboard and continue with the next voter on the queue. The Accredited voters increases as more voters are successfully accredited.

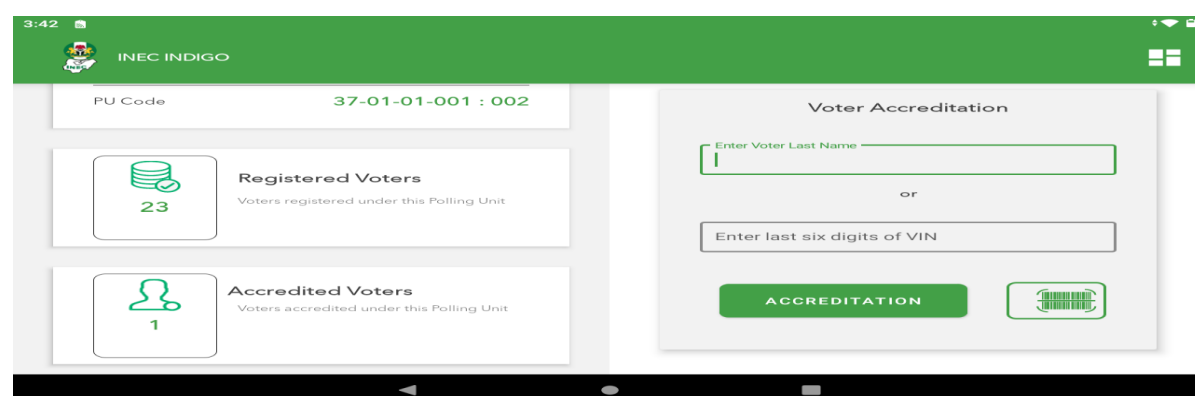


Fig. 26 Accrediting Another Voter

Figure 26 is the BVAS Dashboard displaying Total number of accredited voters: *Notice that accredited voters has changed from 0 to 1 after a successful accreditation.*

2.8.4 Use of BVAS for Export of Accreditation Data

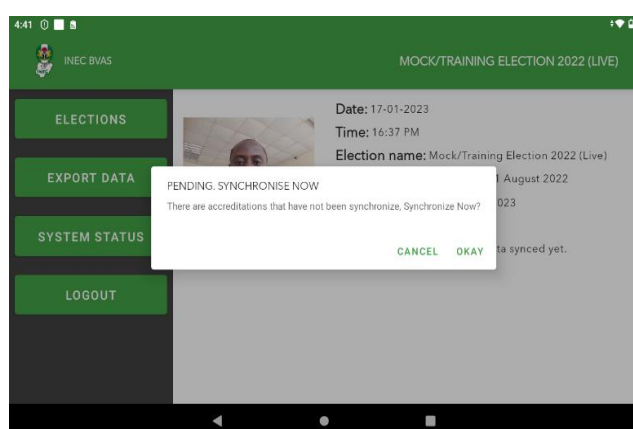
At the end of accreditation and voting, the accreditation data is uploaded to the INEC backend. This requires availability of a data service which is usually provided by the SIM inserted in the BVAS. The **Export Data** tab under the **Elections** tab on the BVAS application's Home Screen is used to upload all accreditation data to the INEC backend.

Step 1: Click on **Back to Dashboard** at the top left corner of the election dashboard, the system will prompt you to synchronize now 'Export Data' as seen in figure 27A or

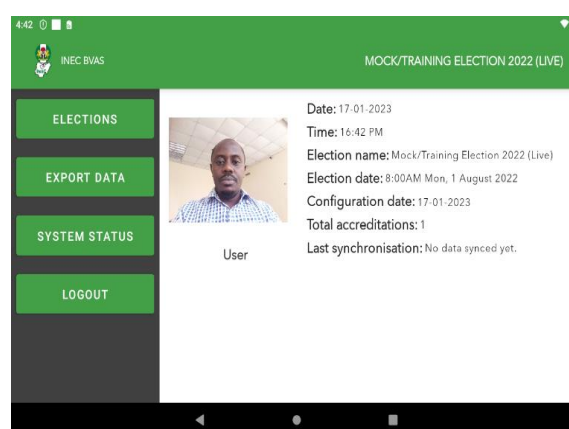
Step 2: Click on **EXPORT DATA** in figure 27B to upload the accreditation data.

Step 3: Wait for the data to upload to 100% as shown on figure 27C and Click on **CONTINUE** as in figure 27D to complete the process.

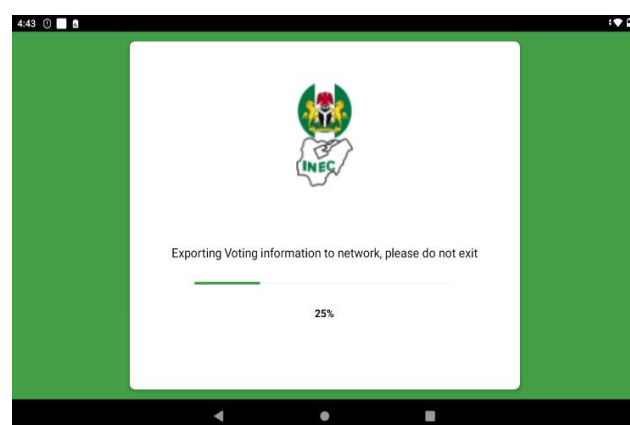
A



B



C



D

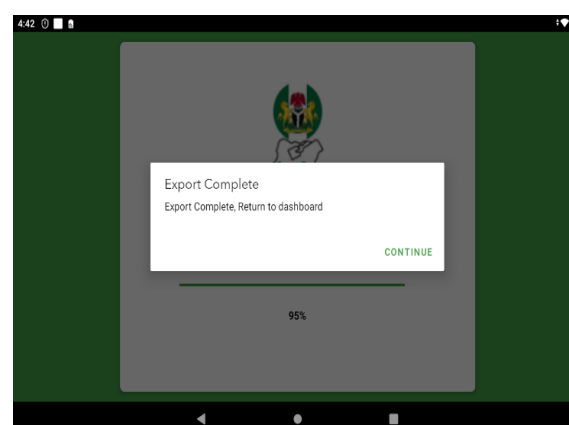


Figure 27: Transmitting/Uploading Accreditation data to the INEC backend

Step 4: Tap on the LOGOUT button (Figure 28) to exit the BVAS application

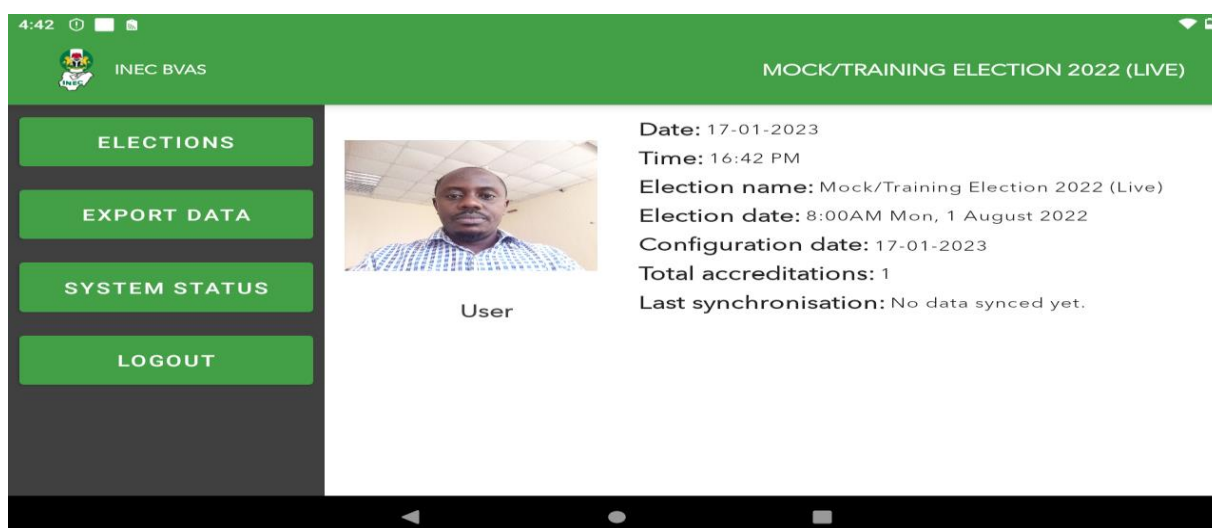


Figure 28: Logout Dashboard

2.9.0 Electronic Transmission/Upload of Election Result and Publishing to The INEC Result Viewing (IReV) Portal

One of the problems noticed in the electoral process is the irregularities that take place between the Polling Units (PUs) after the announcement of results and the point of result collation. Sometimes results are hijacked, exchanged, or even destroyed at the PU, or on the way to the Collation Centers. It becomes necessary to apply technology to transmit the data from the Polling Units such that the results are collated up to the point of result declaration.

The real-time publishing of polling unit-level results on IReV Portal and transmission of results using the BVAS demonstrates INEC's commitment to transparency in results management. This commitment is backed by Sections 47(2), 60(1, 2 & 5), 64(4a & 4b) and 64(5) of the Electoral Act 2022, which confers INEC with the power to transmit election results electronically. The system minimizes human errors and delays in results collation and improves the accuracy, transparency, and credibility of the results collation process.

2.9.1 Using the BVAS for uploading Election Results

To scan/photograph, and upload the PU election result where there is network, the PO shall follow the steps below:

Step 1: Launch the Chrome browser on the BVAS homepage

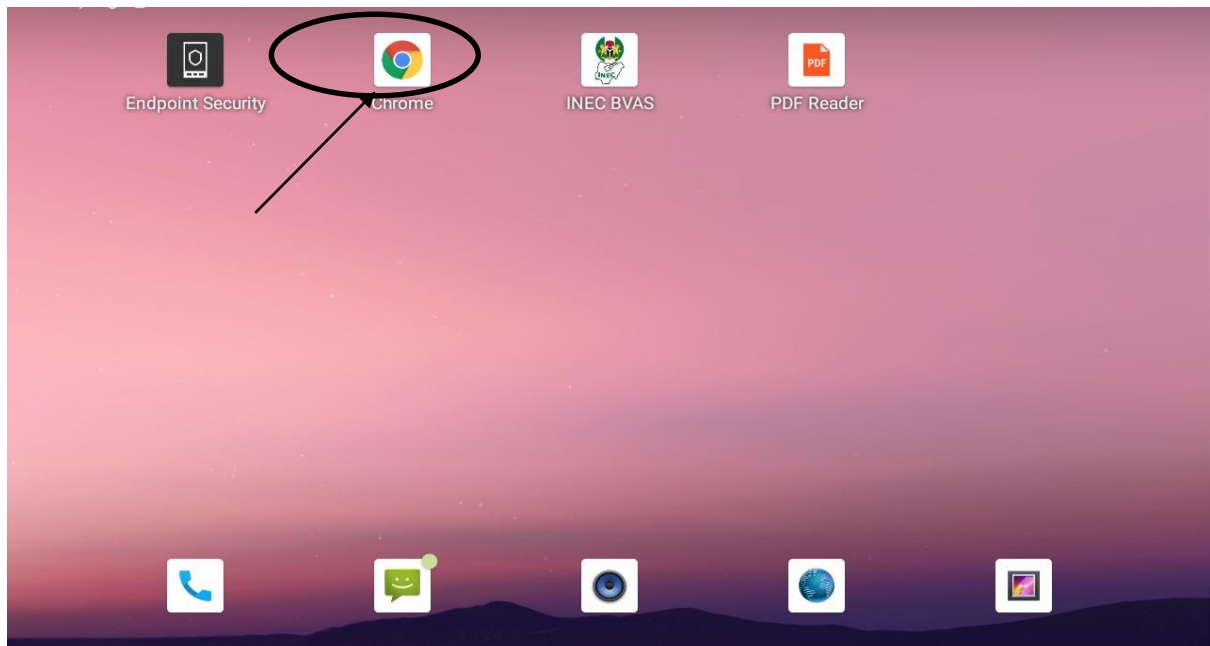


Figure 29a: BVAS Homepage

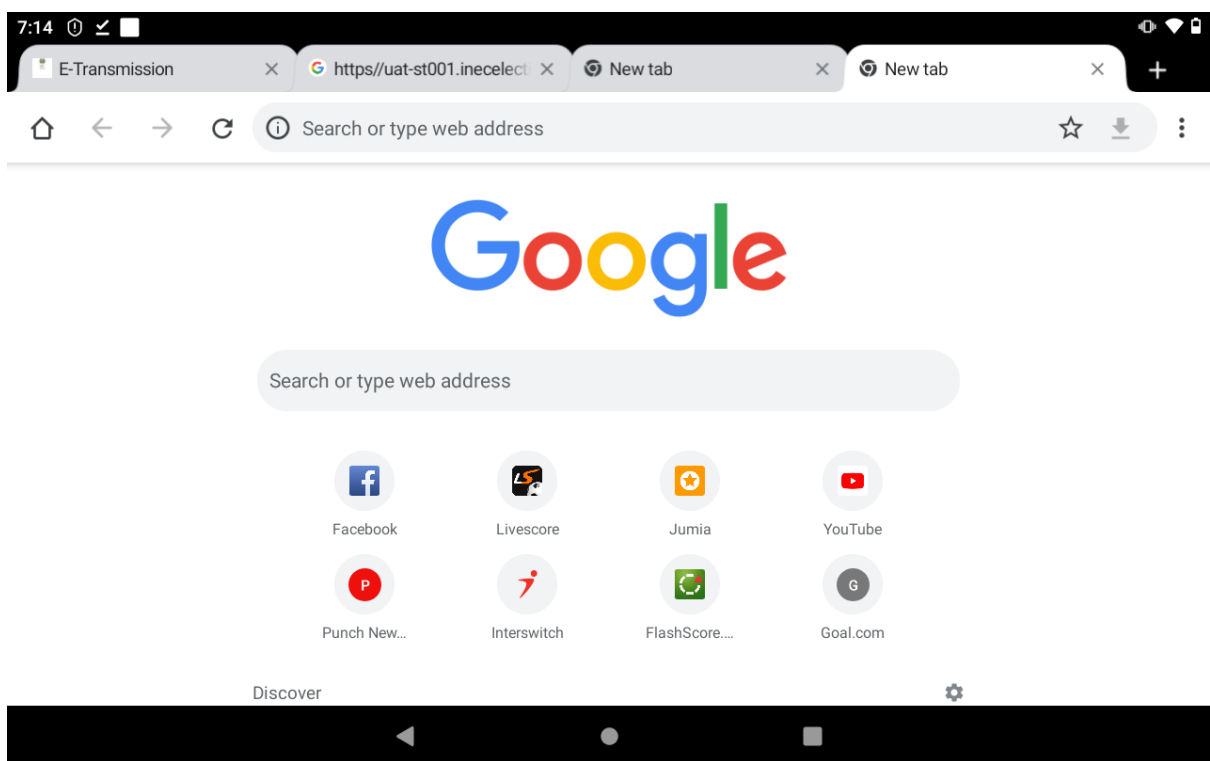


Figure 29b: Chrome Browser Homepage

Step 2: Type the training URL in the address bar of the browser to launch the result portal below: <https://iup-uat.inecelectionresults.net>

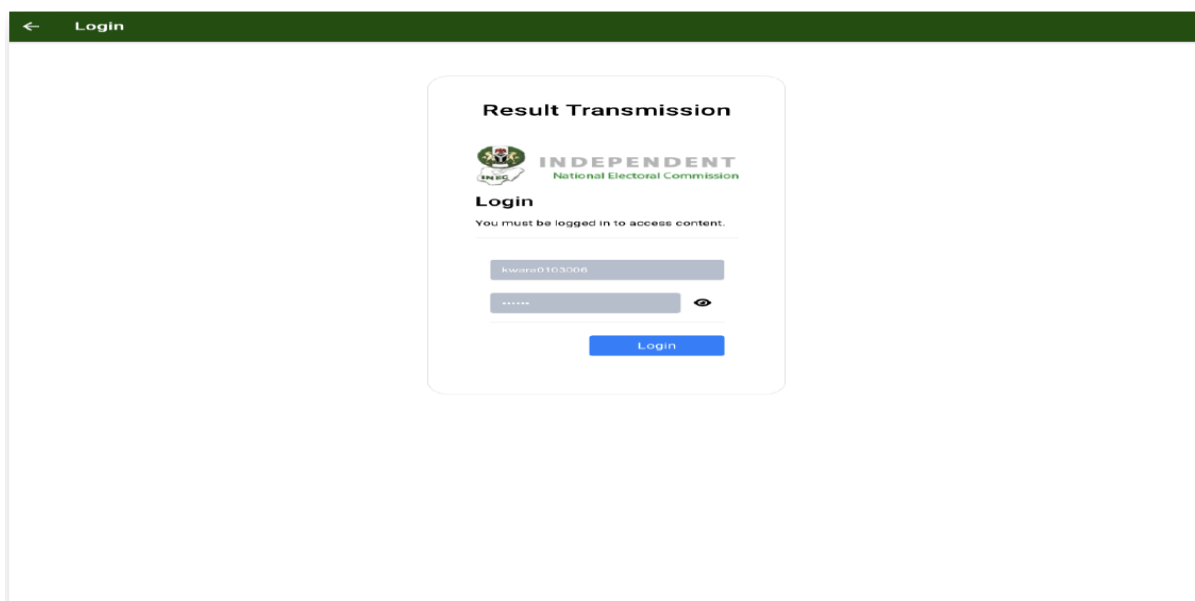


Figure 30: Login Page for IReV Portal

Step 3: Enter the unique login details (username and password) provided for the PU

Note: This password is case-sensitive. The password and Username are different from the accreditation login details.

For Example: Username: bauchi0202008 Password: T10542. Then select “Login”

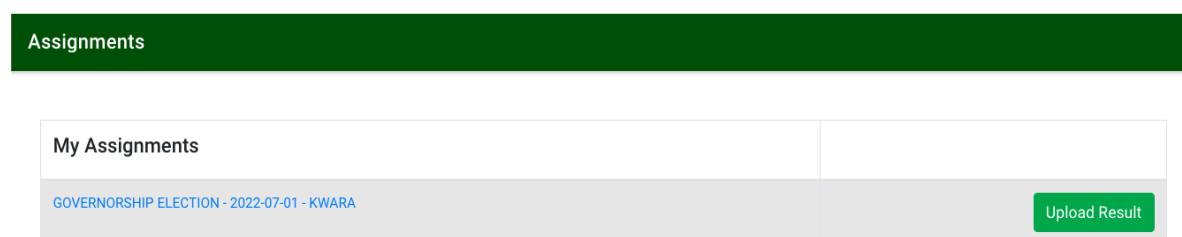


Figure 31: Showing Result Transmission Window

Step 4: Select the election type from your assignments list and click “Upload Result” to display the results transmission as in Figure 30.

Note: You may have more than one election on the list if there are multiple elections on that day. Please select and electronically transmit for all elections.

The screenshot shows a web interface for 'Result Transmission'. At the top, there is a dark green header bar with the text 'Result Transmission' in white. Below this, the text 'GOVERNORSHIP ELECTION - 2022-07-01 - KWARA' is displayed. The main content area is a light gray box containing the heading 'Upload result' and a single orange button labeled 'Start Result upload'.

Figure 32: Result Sheet (Form EC8A or Form EC40G (PU)) Scan/Upload window

Step 5: On the results transmission page Figure 30 above click the *Start Result Upload* button to begin the result upload and to display the camera.

Step 6: Read the Important Notice and agree by checking the Agreement Checkbox.

This screenshot shows the 'Important notice' section of the 'Result Transmission' window. It features a yellow background for the notice text. At the top right of the notice area is a dark gray 'Cancel' button. The notice text reads: 'Important notice', 'You are responsible for the uploaded result. Please ensure the result uploaded is correct and accurate. It is an offense to upload inaccurate results to the IREV database.', and 'Always check the result again before the final upload.' Below the notice is a horizontal line and a checkbox labeled 'I agree to upload the accurate result'.

Figure 33: Agreement checkbox

Result Transmission

GOVERNORSHIP ELECTION - 2022-07-01 - KWARA

Cancel

Important notice

You are responsible for the uploaded result. Please ensure the result uploaded is correct and accurate. It is an offense to upload inaccurate results to the IREV database.

Always check the result again before the final upload.

☒ I agree to upload the accurate result

Upload result

You are uploading file: AdobeStock_130228123_Preview.jpeg

☐ I agree to upload

Upload result now

Figure 34: Agreement checkbox

Step 7: Agree by checking the agreement checkbox and then proceed with the upload button.

Step 8: Click ‘Upload result now’ Select the camera to snap the result from your device, ensure the Picture is clear. As shown in Figure 35 below

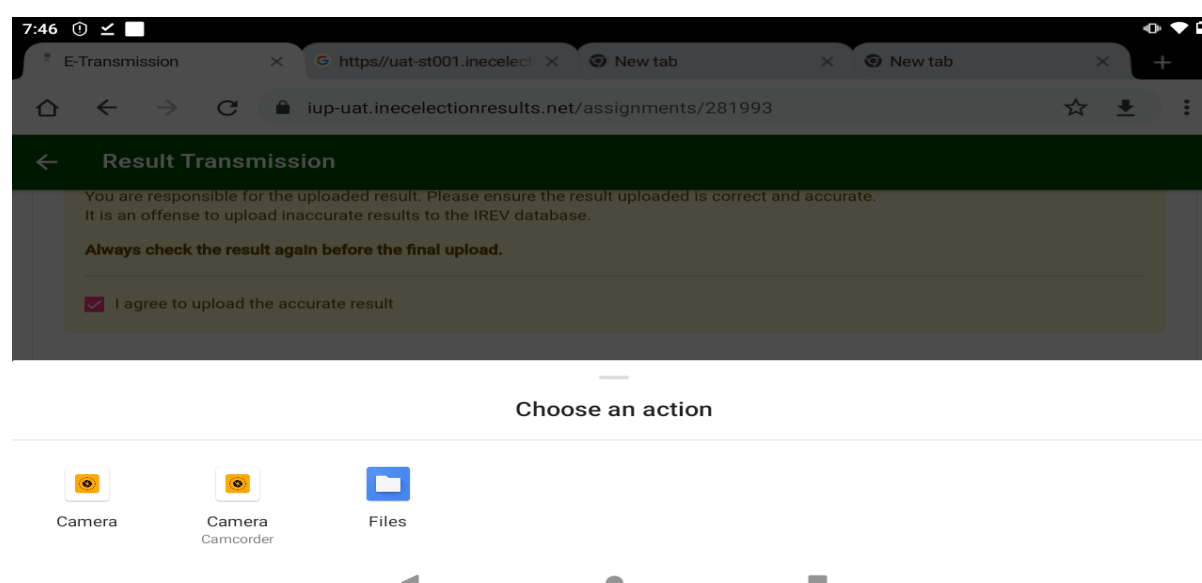


Figure 35: Showing three upload options

Step 9: Select the “check sign” if the image of the result sheet is clear to accept or “X sign” to retake the picture again. As shown in the figure overleaf.

HOW TO HOLD THE BVAS TO TAKE A PICTURE.

Ensure that the BVAS is placed like this and that the four corners of the result sheet (EC8A or EC40G (PU)) are captured.

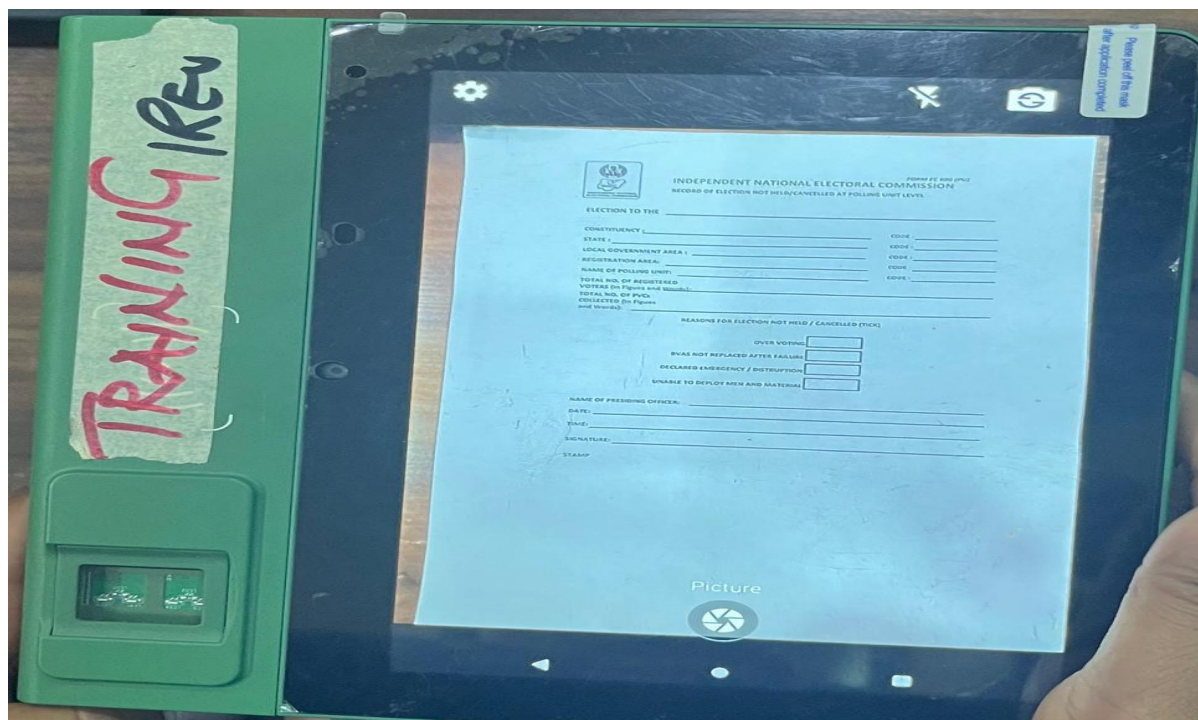


Figure 36: Showing How to capture result sheet (EC40 (PU)) using BVAS

Figure 37: Showing Correct Captured Form EC8A

Step 10: Write your name in the Text box “Enter your full name” and Sign in the Text box “Sign in the box below” and proceed to click on the upload result now. As shown in the figure below:

Figure 38: Full name and Signature

Step 11: Finally, you will have one more chance to ensure the document is correct. If it is correct, click **confirm document** or you may delete and start all over.

Resultsheet

Governorship election - 2022-07-01 - KWARA

Figure 39: A Preview of the Uploaded Result Sheet for Final Confirmation

Step 12: The confirmation page is displayed once the result sheet is successfully uploaded.

Result Transmission

GOVERNORSHIP ELECTION - 2022-07-01 - KWARA

✔ Your uploaded result has been validated

[VIEW DOCUMENT](#)

Figure 40: Result Sheet Successfully Uploaded

2.9.1.2 Upload of FORM EC40G (PU) WHERE ELECTION IS CANCELLED OR DID NOT HOLD

In the advent of cancellation of Election or Elections not holding at a Polling Unit, the **FORM EC 40G (PU)** is scanned and uploaded in place of the form EC8A (PU Result) result sheet.

FORM EC 40G (PU)
INDEPENDENT NATIONAL ELECTORAL COMMISSION
RECORD OF ELECTION NOT HELD/CANCELLED AT POLLING UNIT LEVEL

ELECTION TO THE _____

CONSTITUENCY : _____ **CODE :** _____

STATE : _____ **CODE :** _____

LOCAL GOVERNMENT AREA : _____ **CODE :** _____

REGISTRATION AREA: _____ **CODE :** _____

NAME OF POLLING UNIT: _____ **CODE :** _____

TOTAL NO. OF REGISTERED VOTERS (In Figures and Words): _____

TOTAL NO. OF PVCs COLLECTED (In Figures and Words): _____

REASONS FOR ELECTION NOT HELD / CANCELLED (TICK)

OVER VOTING ☐

BVAS NOT REPLACED AFTER FAILURE ☐

DECLARED EMERGENCY / DISRUPTION ☐

UNABLE TO DEPLOY MEN AND MATERIAL ☐

NAME OF PRESIDING OFFICER: _____

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP

Figure 41: A Copy of the Form EC40G (PU)

Step 1: Repeat Steps 1-8 of the upload of result in Section 2.9.1

Step 2: Scan the Election not held/Cancelled at PU level (EC 40G (PU))

INDEPENDENT NATIONAL ELECTORAL COMMISSION
RECORD OF ELECTION NOT HELD/CANCELLED AT POLLING UNIT LEVEL

ELECTION TO THE _____

CONSTITUENCY: _____ CODE: _____

STATE: _____ CODE: _____

LOCAL GOVERNMENT AREA: _____ CODE: _____

REGISTRATION AREA: _____ CODE: _____

NAME OF POLLING UNIT: _____ CODE: _____

TOTAL NO. OF REGISTERED VOTERS (in Figures and Words): _____

TOTAL NO. OF PVCA COLLECTED (in Figures and Words): _____

REASONS FOR ELECTION NOT HELD / CANCELLED (TICK)

OVER VOTING ☐

BVAS NOT REPLACED AFTER FAILURE ☐

DECLARED EMERGENCY / DISRUPTION ☐

UNABLE TO DEPLOY MEN AND MATERIAL ☐

NAME OF PRESIDING OFFICER: _____

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP

Figure 42: Showing Correct Captured copy of Form EC 40G (PU)

Step 3: Repeat Steps 10-12 of the upload of result in Section 2.9.1

2.9.2 Offline Transmission of Results

The e-transmission application has been updated to work offline, when and where there is no network. This guide seeks to show the configuration of the e-Transmission application on the BVAS to enable it to perform the offline and online.

This guide also shows how to check for internet connectivity and also change network channel if the main network channel fails.

2.9.2.1 How to Change the Network Channel

The upload platform has three (3) reserve network channels. If the main channel is down, users can switch to any of the backup endpoints with the steps below:

Step 1: Go to Network settings

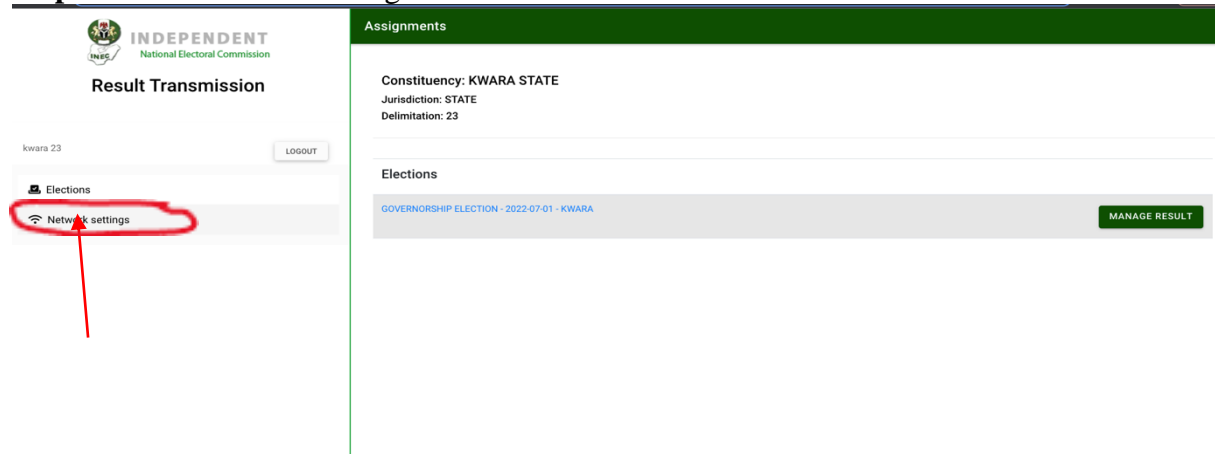


Figure 43: Dashboard showing the Network Setting Icon.

Step 2: Then select the backup network endpoint you wish to use.

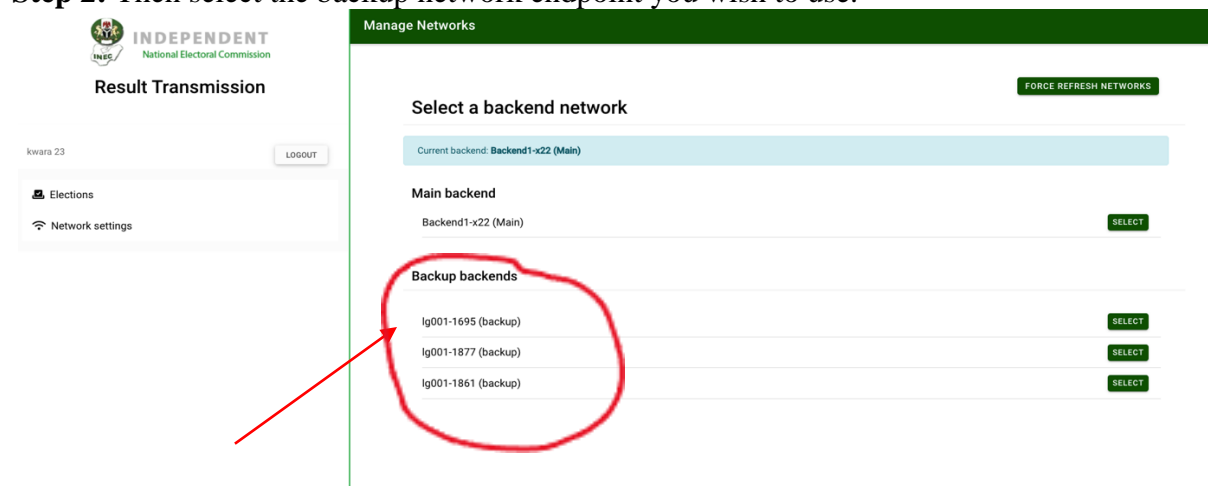


Figure 44: Dashboard Showing the Backend Points

2.9.2.2 How to Work Offline

Step 1: Click the menu (three dots on the top right).

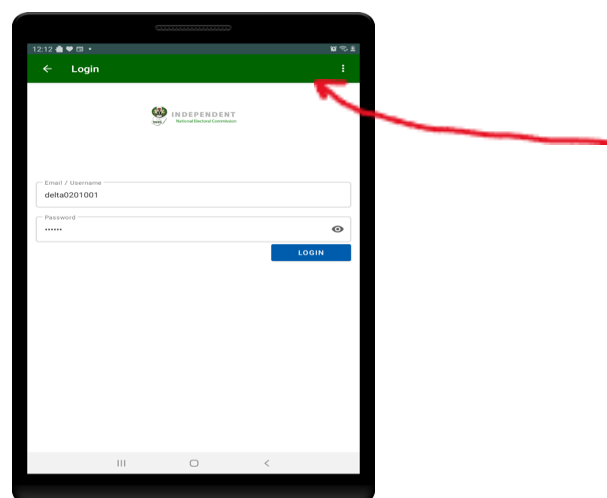


Figure 45: Arrow and Display Showing the Menu Icon

Step 2: Then select “work offline” to open the offline login page. The offline login page will enable you login in offline mode (without internet connectivity)

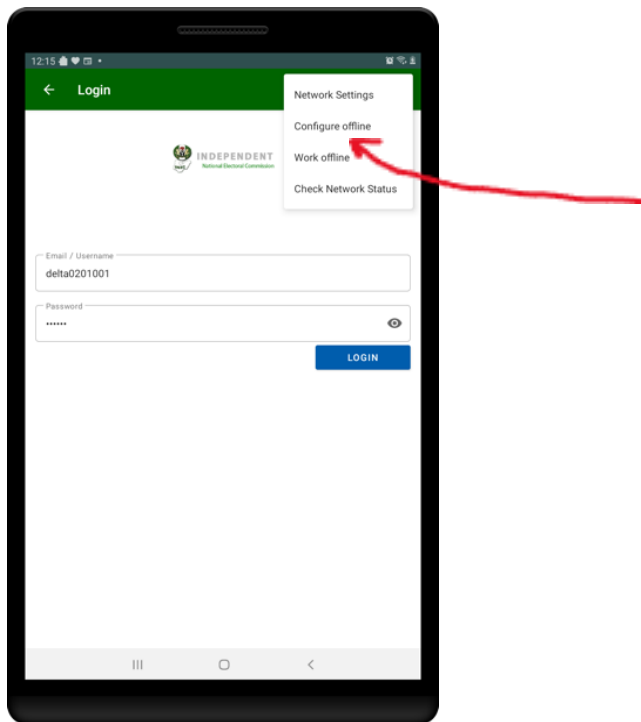


Figure 46: Arrow and display showing the Work offline Icon

Step 3: Enter your username and password to login to the portal, offline.

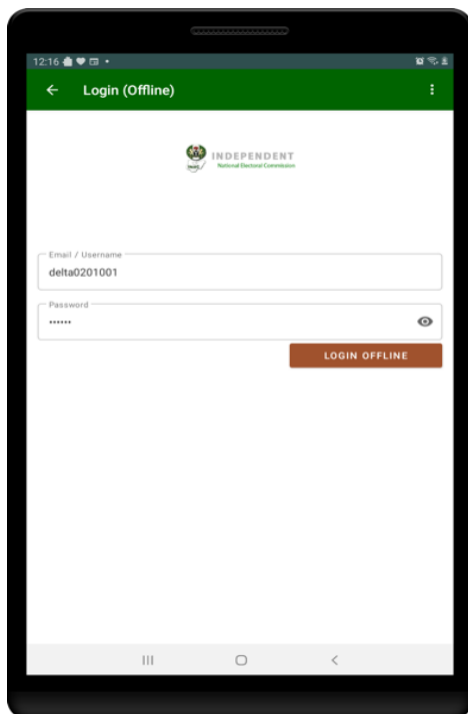


Figure 47: Dashboard Displaying the Login Page

2.9.2.3 How to Check Internet Connectivity

Step 1: Click the menu (three dots on the top right).

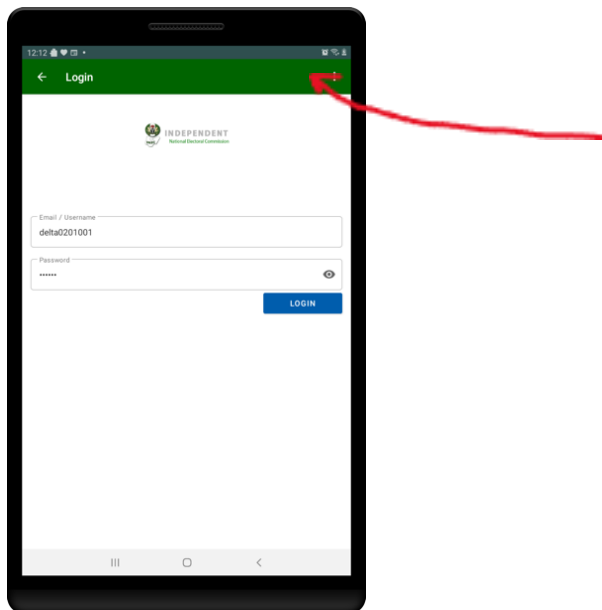


Figure 48: Arrow and Display Showing the Menu Icon

Step 2: Then select “Check network status” to open the status network check page. The network status page will enable you check if the device is connected to the internet.

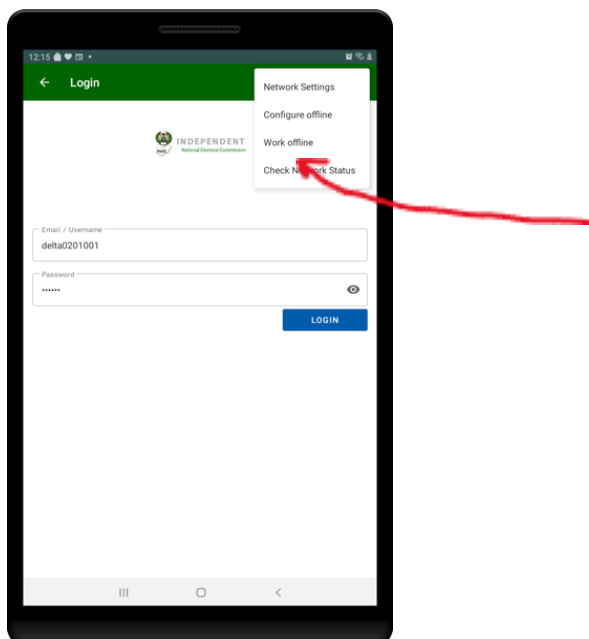


Figure 49: Arrow and display showing the Network Status Icon

Step 3: The page will provide the device's latest network status for you to select from.



Figure 50: Dashboard showing Network Connectivity Page

You may click the “**check connectivity**” button to re-check network status as in the figure below.



Figure 51: Dashboard showing Network Connectivity Page

2.9.3 INEC Result Viewing Portal (IReV)

After the result upload processes has been completed, the Public can view the result via the IReV Portal.

For the purpose of the training, a demo IREV URL would be used to display how the portal works. The IREV demo portal can be accessed using the steps below;

1. Lunch your browser
2. Enter the Url <https://irev-uat-01.inecelectionresults.net/login>
3. Click on Create New Account

4. Enter desired EMAIL Address and the password.
5. Then login using the credentials provided
6. Select the Election and scroll down to the Unit you upload
7. View the Result

Note: The live PU result(s) will be available for public viewing via the web address <https://www.inecelectionresults.ng>. This portal is accessible by the public from anywhere provided the user has internet access. A user account is required to be created by users to access the uploaded contents on the portal.

CHAPTER THREE

3.0 ELECTION DAY PROCEDURES

3.1.0 Preparing for the Polls

3.1.1 Locating the Polling Unit

The Supervisory Presiding Officer (SPO) and the Registration Area (RA) Supervisors shall, at least two days before polling day, visit the location of the Polling Units under their supervision to:

- Identify the most suitable layout for the Polling Units; and
- Make arrangement for tables and chairs to be used at the Polling Units on Election Day

3.1.2 Registration Area Centres (RACs)/Super Registration Area Centres (Super RACs)

(a) What are RACs and Super RACs?

RACs are designated locations at every Registration Area (RA), where Poll Officials and election materials are camped overnight for easy and timely movement to Polling Units on Election Day. A Super RAC is a collection of two or more RAs located in a centre.

(b) Where are RACs/Super RACs Located?

RACs are usually located at public buildings such as schools, town halls and other government-owned buildings within the area, which is central, or relatively central within the Registration Area. RACs/Super RACs are activated with the necessary facilities and RAC items for use by Poll Officials. Poll Officials shall arrive at the RACs/Super RACs no later than 4.00pm on the eve of Election, in order to be close to their Polling Units. Example of the indoor and outdoor layouts of RACs are shown in Figure 29 below with social distance as required during COVID 19.

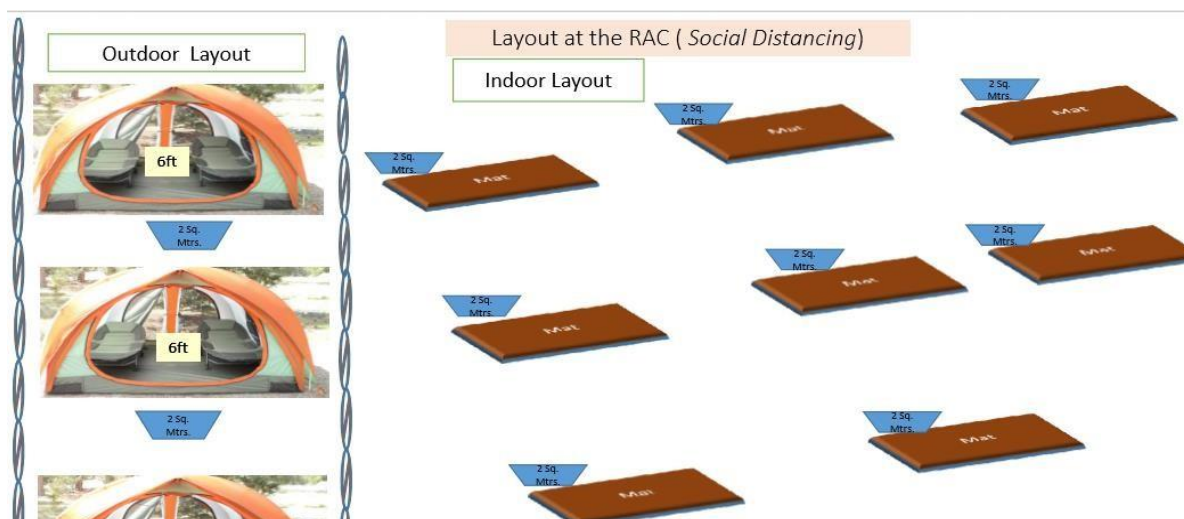


Figure 29: Outdoor and indoor Layout of Registration Area Centres RACs

3.1.3 The Election Monitoring and Support Centre (EMSC)

The Commission established the EMSC as a coordinating Centre for the Election Management System (EMS), Election Risk Management (ERM) and Electoral Operations Support Centre (EOSC). Its purpose is to effectively track and monitor critical pre-election, election and post-election processes. The EMSC framework provides the Commission with 360-degree visibility on critical electoral processes and activities that assist to identify threats/risks, compliance monitoring, assessment of election readiness and performance evaluation. It also serves as an early warning system on Election Day processes and activities. The Centre maintains contact in a coordinated manner with all Election Officials, monitors timely compliance; harvests and log reports as well as takes appropriate action(s) on all adverse incidents identified. On Election Day, Election Officials, especially Supervisory Presiding Officers (SPOs) and Presiding Officers (POs) would be contacted on their mobile phones to give situation reports on the polling process.

The Centre has national operational structure, having secretariats in the 36 INEC State Offices, including the FCT. Trained focal Desk Officers (DOs) for the EMS, ERM and EOSC, known as EMSC Desk Officers, have the following responsibilities:

(a) EMS DO

- (ii)** Monitors the EMSC dashboard;
- (iii)** Uses provided reporting and communication tools to facilitate data collection;
- (iv)** Uses the reporting formats for EPP Calendar of Activities, Green, Amber, Red Zone to prepare report in line with the reporting periods;
- (v)** Ensures validation of reports by task owners;
- (vi)** Transmits and uploads reports to HQ EMSC Secretariat, as directed by the REC or Administrative Secretary; and
- (vii)** Functions as Secretary to the EMSC State Secretariat.

(b) ERM DO

- (i)** Monitors ERM state indicators for internal and external threats/risks;
- (ii)** Liaises with ICCES and CSOs to gather threats/risks data;
- (iii)** Prepares reports on threats/risks for Green, Amber and Red Zones; and
- (iv)** Ensures available threats/risks reports for Green, Amber and Red Zones reporting periods are uploaded to the dashboard.

(c) EOSC DO

- (i)** Monitors EMSC Red Zone activity schedules;
- (ii)** Receives data from the EOSC in the standard format and updates the dashboard with threat and compliance indicators on RAC Activity, Continuous Accreditation and Voting and Collation using the standard format; and
- (iii)** Prepares and submits summary reports on RAC Activity, Continuous Accreditation and Voting as well as Collation using the standard format.

(d) ICT and VEP DO, INEC Citizens Contact Centre (ICCC) and other Services

- (i)** Monitors, verifies and Supports Pre-Election, Election-Day and Post-Election activities through calls from citizens and electoral officials;
- (ii)** Monitors and responds to social media live streaming;
- (iii)** Displays accreditation data during election at Situation Control Room; and
- (iv)** Displays INEC Result Viewing Portal (IReV) at Situation Control Room.

3.1.4 Handling Persons with Disabilities

(a) Introduction

(i) What is Disability?

“Disabilities are a social consequence of impairments (such as deafness, paralysis, albinism or blindness).” Therefore, disability can be said to be the outcome of interaction between the impaired individual, the society and the environment.

(ii) Types of Disabilities

There are various types of disabilities. They include:

- Albinism;
- Hearing impairment;
- Physical impairment;
- Intellectual impairment;
- Visual impairment; and
- Persons affected by leprosy etc.

(b) Best practices towards the inclusion of Persons with Disabilities in electoral and political processes

The inclusion of persons with disabilities in the electoral and political processes must be done holistically from the time of registration to accreditation and actual voting:

- (i)** Presiding Officer’s should ensure that the election environment can easily be accessed by Persons with Disabilities (PWDs) to participate in the process by making sure that accreditation desks, ballot box and voting cubicles are placed on level ground to for essay accessibility of the Polling Unit by PWDs especially those on wheelchair as well as those with low mobility;
- (ii)** Understand who a person with disability is and the various types of disabilities;
- (iii)** Presiding officers should endeavour to paste the written instructions (Poster EC30PWD) at the Polling Unit to ensure that persons with hearing impairment/deaf are able to follow through the voting procedures;
- (iv)** It is necessary to understand that most persons with hearing impairment are hard to identify. Conscious effort should be made by PO to identify and allow these people vote. This can be done by making general announcement prior to the commencement of the process for these persons to be identified;
- (v)** POs should ensure the secrecy of the ballot especially for visually impaired/blind voters, every vote cast by a blind or visually impaired person should be properly guided and submitted appropriately to avoid cancellation of such ballot paper;

- (vi) Presiding Officers should remember to fill the form EC40H to ensure that disaggregated data of PWDs who voted are captured appropriately;
- (vii) Ensure that PWDs are identified and given priority during Registration or voting in accordance with Commissions policies;
- (viii) Presiding Officers should ensure that visually impaired persons who can read Braille are given the Braille Ballot Guide to cast their vote when provided; and
- (ix) A Person with Albinism or visually impaired should be given the magnifying glass to enable to enable them to cast an independent vote.

(c) Correct way to mark a ballot by the Visually Impaired Persons (VIPs)

(i) First Option (Assisted VIP)

- i) VIPs who cannot vote independently are allowed to bring a person of their choice from home to assist him/her in casting a ballot. **NOTE** INEC official or Political Party Agents are not allowed to help a VIP cast a ballot;
- ii) After verification and authentication of your Permanent Voter Card (PVC), by the INEC Official to ensure it belongs to the VIP, the INEC Official will stamp the back of the ballot paper and endorse signature and hand the ballot over to the VIP;
- iii) Indelible Ink will be marked on the cuticle of the VIP finger as proof that the VIP has voted;
- iv) The VIP will then proceed to the voting cubicle to cast his/her ballot for the Political Party of his/her choice; and
- v) After casting the ballot, the VIP will drop the ballot paper in the ballot box.

(ii) Second Option (Voting Independently)

- i) After verification and authentication of the Permanent Voter Card (PVC) by the INEC Official to ensure it belongs to the VIP, the INEC Official will stamp the back of the ballot paper and endorse signature;
- ii) The INEC Official will insert the ballot paper into the Braille Ballot Guide and give to the Visually Impaired Person (VIP);
- iii) Indelible Ink will be marked on the cuticle of the VIP finger as proof that he/she has voted; and
- iv) The VIP will proceed to the Voting Cubicle, then use one finger to trace the acronym of the Political Party of his/her choice and use the other finger to stain with the stamp pad and neatly thumbprint on the perforated area of the Braille Ballot Guide for his/her preferred Political Party.

(d) Voting by the Visually Impaired Persons/Blind voters (VIBs)

- (i) The PO shall allow a voter who is visually impaired or with other forms of disability, who is unable to distinguish symbols or who has any other physical disability to be accompanied into the Polling Unit and be assisted to vote by a person chosen by him/her, other than an Election Official, a Polling Agent or a security personnel on election duty;

- (ii) Visually Impaired registered voters may, where available, use the Braille Ballot Guide or magnifying glass; and
- (iii) No person shall accompany a voter to the voting area or assist a voter in marking a ballot paper, except as specified d(i) above.

NOTE 11:

Persons with Disabilities (PWDs), visibly pregnant women, nursing mothers and the aged shall be given priority access to voting at the Polling Units

3.1.5 Voting by Internally Displaced Persons (IDP)

For ease of operations, IDPs that will participate in elections should be identified and classified on the basis of location namely, Intrastate (internally displaced persons within the state) and Interstate IDPs (internally displaced but hosted in another state).

(a) Election category:

Intrastate IDPs shall participate in all election categories when and where applicable, while interstate IDPs shall only participate in presidential elections in order to limit the challenges associated with suspicion over transmission of results across state borders and constituency boundaries.

(b) Voting by PWDs and Priority Access

Deliberate effort shall be made to implement special arrangement to aid Persons living with disabilities, visibly pregnant women, nursing mothers or breast-feeding mothers and the elderly and grant them priority access to voting centres. The PWDs shall make use of Assistive voting devices where available.

(c) IDPs Delimitation Details and Voting Centres

States and FCT are required to organize IDP voting information and identify IDP voting centres. Voting centres may be located at IDP camps or at centralized locations outside IDP camps. No duplication of Polling Units within and across state boundaries.

(d) Election Day Activities

(i) Voting procedures

Voting at designated IDP voting centre is strictly by the use of Permanent Voters card (PVC). No voting by proxy. BVAS must be configured to PU level ONLY. Voting for IDPs will be conducted on PU basis. Where deemed required, additional units of BVAS may be deployed to a PU to manage congestion.

(ii) Accreditation and Voting

The voting procedure shall be strictly in accordance with Continuous Accreditation and Voting System (CAVS) procedures stipulated in the *Manual for Election Officials*.

NOTE 12:

The Presiding Officer shall allow a voter who is visually impaired or is unable to distinguish symbols or who suffers from any other physical disability:

To be accompanied into the Polling Unit and be assisted to vote by a person chosen by him/her, other than an election official, polling agent, or security personnel, on election duty; and

Where available, visually impaired/blind registered voters may use the Braille Ballot Guide or magnifying glass.

PWDs, Visibly Pregnant Women, Nursing Mothers and Elderly Persons shall be granted priority access to voting at the PUs.

NOTE 13:

- (i) No voting by proxy.
- (ii) No IDP shall be accredited to vote at any PU other than the one to which he/she is assigned based on the PVC; has his/her name in the registers of voters; he or she presents his/her PVC; his/her identity verified by the BVAS or as otherwise determined by the Commission.
- (iii) All other polling procedures: close of poll at the PUs, sorting and Counting of ballots; Recording of Votes on EC8A series, Export data, pack-up and reverse logistics etc shall be as specified in the current edition of *Manual for Election Officials*.

(iii) Collation and Declaration of Result

Election results (EC8A series) from IDPs voting centre shall be transported to the RA collation centre for that ward/RA. The Result collation procedures and processes for all levels of collation as detailed in the *Manual for Election Officials* shall be followed be it (RA/LGA/state & Federal Constituency etc) for all election type (State House of Assembly, National Assembly, Governorship and Presidential elections).

3.2.0 Setting Up Procedure**3.2.1 Setting up the Polling Unit**

To set up the Polling Unit on Election Day, the **PO** with his/her polling team shall at 7:00am

Step 1: **Remove** all campaign materials, if any, from the Polling Unit;

Step 2: **Hang** up posters such as: Polling Zone, Polling Unit, Voting in Progress, PWD Poster, Voter Code of Conduct Poster etc;

Step 3: **Set up** the layout of the PU (Fig. 30) in accordance with approved layout on Page 56, using the twine (rope) provided;

Step 4: **Arrange** the tables and chairs to facilitate easy access for the voters in line with the Commission's approved format illustrated in this manual on page 56;

Step 5: **Set up** the voting cubicle in such a way that the voter can mark his/her ballot paper(s) in secure manner. Place the Ballot Box not more than two (2) meters away from the voting cubicle in the direction of the Presiding Officer and away from the

- Polling Agents;
- Step 6:** **Place** one stamp pad in the voting cubicle for use by the voter to thumbprint the ballot paper(s);
- Step 7:** **Place the** Register of Voters, Indelible Ink and Biro on Table One (1) for use by the Assistant Presiding Officer (APO II);
- Step 8:** **Place** INEC stamp, stamp pad, biro and assistive aids on Table Two (2) for use by the PO;
- Step 9:** **Check** the Bimodal Voter Accreditation Systems (BVAS) for operational readiness;
- Step10:** **Display** the BVAS to all persons present at the Polling Unit to ascertain that total accreditation indicates zero (0) on the dashboard;
- Step11:** **Open** the ballot box and display it in the full view of all persons present at the Polling Unit, to show that the ballot box is empty;
- Step 12:** **Lock** the ballot box with the seal provided and place it in not more than two (2) meters away from the voting cubicle in the direction of the Presiding Officer and away from the Polling Agents; and
- Step 13:** **Allow** the accredited Polling Agents, Observers and Journalists to enter the Polling Unit and sign the attendance Register in the Polling Unit Booklet.

NOTE 14:

Where there are no Polling Agents or Observers present, the Poll Officials shall go ahead with the steps above.

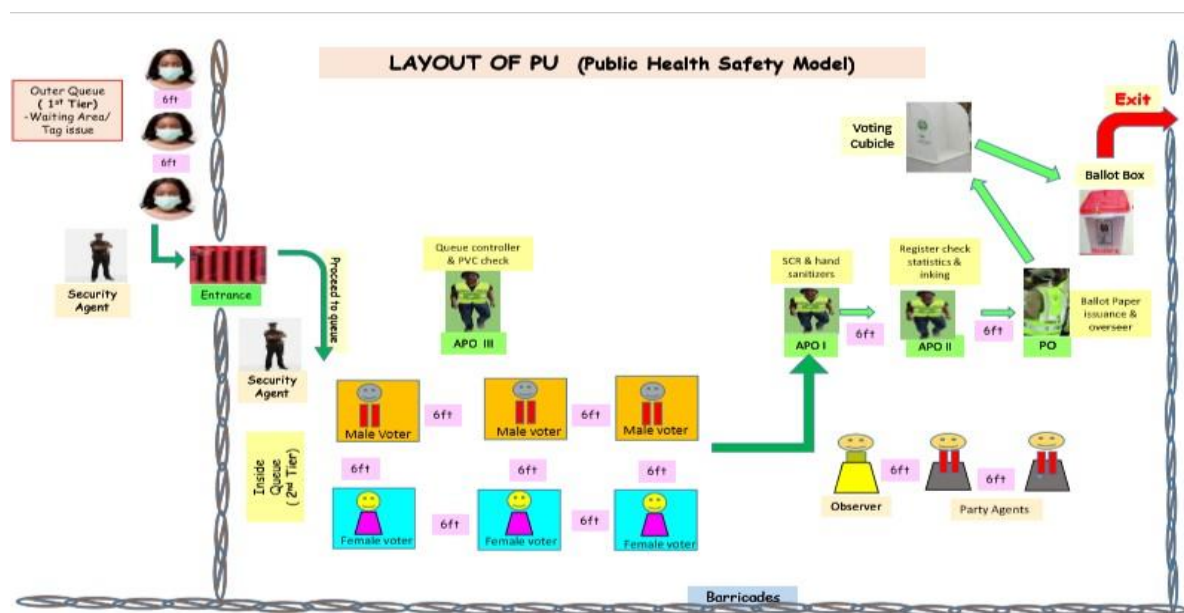


Figure 20: Outer and Inner Layouts of Polling Units

3.2.2 Accreditation and Voting at Appropriate Polling Unit

- Voting shall be in accordance with the Continuous Accreditation and Voting System (CAVS) procedures.
- No person shall be accredited to vote at any Polling Unit other than the one to which

he/she chooses or is assigned; has his/her name in the register of voters; he/she presents his/her valid Permanent Voter's Card; his/her identity verified by the Bimodal Voter Accreditation System (BVAS), or as otherwise determined by the Commission

- (c) No voter shall cast his/her vote other than by being physically present at the Polling Unit, in the manner prescribed by the Commission and as elaborated in this manual.
- (d) The Presiding Officer shall regulate the admission of voters into the Polling Unit and shall exclude all other persons; except candidates or their Polling Agents, other poll and election officials, security officials, accredited observers and accredited journalists.
- (e) In accordance with Section 47 (2) of the Electoral Act, 2022 a person intending to vote shall be verified to be the same person on the Register of Voters by the use of the Bimodal Voter Accreditation System (BVAS) or any other device, in the manner prescribed by the Commission.
- (f) Any poll official who fails to verify voters in the manner prescribed by the Commission shall be deemed to be guilty of dereliction of duty and shall be liable to prosecution.

3.3.0 Polling Procedure

3.3.1 Accreditation and Voting

The polling procedure to be used in this election requires a prospective voter to cast his/her vote immediately after being accredited. Accreditation is a process of ascertaining that a voter's name is in the Register of Voters in a particular Polling Unit where he/she registered to vote in an election.

On Election Day, accreditation and voting shall commence at 8.30am and close at 2:30pm or as maybe determined by the Commission, provided that all voters already on the queue by 2:30pm shall be allowed to accredit and vote.

The accreditation process shall comprise of:

- (a) Checking the Permanent Voter's Card (PVC) of the voter;
- (b) Positive identification of the voter in the BVAS;
- (c) Authentication of the voter by matching his/her fingerprints or face (facial recognition) using the BVAS;
- (d) Positive identification of the voter in the Register of Voters;
- (e) Completing Forms EC40(I)-PWD Voter Information and Statistics;
- (f) Inking of the cuticle of the finger of the voter (where applicable); and
- (g) Arranging priority voters' line for pregnant women, nursing or breast-feeding mothers, aged persons and persons with physical disabilities.

3.3.2 Opening of Polls

At 7:00am or at a time prescribed by the Commission:

(a) The Presiding Officer Shall:

Step 1: Arrange tables and chairs in line with the Polling Unit layout on Page 56;

Step 2: Remove all campaign materials pasted within the Polling Unit and paste relevant

- EC30 series posters, conspicuously, at the Polling Unit;
- Step 3:** Ensure that all poll officials (PO, APO I, II and III) properly sanitise their hands with the alcohol-based hand sanitiser provided;
- Step 4:** At 8:00am or at a time prescribed by the Commission introduce himself/herself, the Poll Officials, Polling Agents and Accredited Observers present and cross-check the adequacy of electoral materials;
- Step 5:** He/She shall invite Polling Agents to observe the electoral materials to be used for election;
- Step 6:** He/she shall record the quantity, serial numbers, and other particulars of the sensitive materials in the prescribed forms for the conduct of the election;
- Step 7:** Between 8:00am to 8:30am or at a time prescribed by the Commission the PO shall:
- (a) Open and display the empty ballot box and the BVAS to persons present at the Polling Unit, and then close and seal the ballot box in a manner prescribed by the Commission;
 - (b) Explain the accreditation and voting procedures to all present;
 - (c) Separate the queue between men and women, where the culture does not allow the mingling of the genders;
 - (d) Create a separate queue for PWDs, visibly pregnant and the aged;
 - (e) Request the APO III or any other official to read out loudly the Voters Code of Conduct (VCC) at the outer voting area and paste VCC Poster conspicuously at the Polling Unit;
 - (f) Allow voters into the Polling Unit in an orderly queue; and
 - (g) Declare the Polling Unit open for accreditation and voting.

NOTE 15:

In introducing the Poll Officials and explaining the Polling Procedure, the Presiding Officer shall call the voters together and request the APO III to read out loudly the following Voters' Code of Conduct in a firm and polite manner as follows:

1. Good morning, everyone. My name is
2. With me are my colleagues (mention their names and positions)
3. Please listen to the following instructions carefully.
4. We are about to commence polling now, as it is already 8:30am and we shall end at 2:30pm.
5. This is the ballot box(es) that will be used for the election. As you can see, it is empty (*Display it to the crowd and close and seal the box(es)*)
6. Also, this is the BVAS which is devoid of any previous data (*Display it to them as well*)
7. There shall be two queues (an outer queue and an inner queue). The inner queue is in the voting area while the outer queue is in the waiting area for people who have come to vote. (At this point, the APO III shall bring voters into the inner queue in manageable batches)
8. Any registered voter who joins the queue before or at 2:30p.m. would be accredited to vote. However, any voter who comes after 2:30p.m. would not be allowed to join the queue to vote.
9. The voting process is a continuous accreditation and voting system, i.e., as you are being accredited, you proceed to vote immediately.
10. If your name is not in the Register of Voters and you do not have a Permanent Voters Card (PVC) you will not be accredited to vote.
11. If the BVAS does not read your PVC, you will not be accredited to vote.
12. If in process of accreditation the BVAS does not recognise any of your fingers, do not panic, facial recognition can be used to verify and accredit you to vote, after which you will be issued with a stamped, signed and dated ballot paper.

13. Please cross-check that the ballot given to you has the details above, otherwise, your vote would be rejected.
14. When casting your vote, make sure that you thumb print in only one box of your chosen party.
15. Please check your PVC to make sure you are in the right PU, if it is not, please, you are advised to go to your appropriate polling unit.
16. All COVID-19 protocols as issued by the NCDC shall be observed in this PU. The use of unbranded face masks is what is acceptable here. Make yourself available for temperature checks and also, 2-meter distancing between voters must be maintained. If a person is showing symptoms, he/she will be politely requested to leave the queue or voting area and shall be attended to by the designated officials.
17. Do not take your phones or any photographic device into the voting cubicle.
18. Do not show your vote to anyone and do not accept money for your vote.
19. Fold ballot paper vertically inward after thumb printing, flatten and slide into the ballot box. This is to ensure that your thumbprint does not smear on another party and render your vote invalid and to ensure the secrecy of your choice.
20. Please cooperate with us so we can complete this exercise in good time. Obey all directives issued by election officials, including security officials and be orderly at all times. INEC shall not tolerate assault of any election official and you may be protected for doing so.
21. Now, let us form the designated queues and remain orderly as we commence the process. A queue for PWDs, visibly pregnant women, nursing mother and aged) these categories of people will be given priority access before others.
22. I hereby declare the Polling Unit open for accreditation and voting.

NOTE 16:

- i) Any person without a face mask shall be requested to leave the voting area.
- ii) Social distancing of two (2) metres, that is six (6) feet, shall be maintained by everyone present at the Polling Unit
- iii) Separate the queue between men and women, where religion or culture does not allow the mingling of men and women.
- iv) Provide a separate queue for the PWDs, pregnant women, nursing mother, and the aged. This category of voters shall be granted priority access to voting at the Polling Unit.

(b) The APO III (Queue Controller and PVC Check)

The voter shall present himself/herself to APO (III) who shall:

- Step 1:** Request for the PVC from the voter;
- Step 2:** Determine that he/she is at the correct Polling Unit;
- Step 3:** Upon inspection of the PVC held by the voter, if the APO III discovers that the PVC is not for the Polling Unit, the APO III will advise the voter to proceed to the appropriate Polling Unit; and
- Step 4:** Confirm that the voter has not voted anywhere by inspecting the cuticle of the fingernails, and if satisfied, direct the voter to the APO I

(c) The APO I (Verification) Shall:

- Step 1:** Clean the Bimodal Voter Accreditation System with disinfectant wipes after every use;
- Step 2:** Request for the PVC from the voter;
- Step 3:** Call up the voter's data on the BVAS by reading the **bar code** on the back of the PVC or reading the **QR code** against the name of the voter in the Register of Voters or entering the last six digits of the **Voter Identification Number (VIN)** of the voter into the BVAS or searching the BVAS with the **surname** of the voter;
- Step 4:** On appearance of the voter's data on the BVAS, the APO I shall ascertain that the photograph on the PVC is that of the voter and that the Polling Unit details correspond with those of the Polling Unit; and
- Step 5:** Request the voter to place the appropriate finger in the place provided on the BVAS for authentication or, if this fails, capture the photo of the face of the voter with the BVAS to match the face of the voter to the picture in the BVAS using the device's facial recognition facility.
- Step 6:** If the fingerprint or face of the voter matches, request the voter to proceed to APO II.

NOTE 17:

- i. Verification means that the voter's information is found on the BVAS.
- ii. Authentication means that a fingerprint or face of the voter matches his/her biometrics on the BVAS.
- iii. Appropriate finger refers to any of the fingers of the voter captured during Voter Registration.
- iv. Where the voter has no fingers but she/he has been accredited facially by the BVAS, he/she shall continue with the voting process.
- v. Where the BVAS cannot authenticate the fingerprint or the facials, the voter will not be allowed to vote.

(d) APO II (Register Check, Inking and Statistics)

The verified voter shall then present himself/herself to the **APO II** who shall:

- Step 1:** Request for the PVC of the voter;
- Step 2:** Check the Register of Voters to confirm that the voter's name, details and VIN are

as contained in the Register of Voters;

Step 3: Tick the appropriate horizontal boxes below the voter's details on the Register, showing the category of election, and that the person's name is on the Register of Voters;

Step 4 Provide voters with disability the appropriate voting assistive material, where available, according to their respective disability status;

Step 5: Document the status of the voter; if the voter is a PWD by completing the PWD Form EC40H as prescribed; and

Step 6: Apply indelible ink to the cuticle of the finger (Figure 31) to indicate that the voter has been accredited to vote in that election as explained below:

How to apply the indelible ink: The indelible ink must be applied on the cuticle of the appropriate thumb / finger of the voter's hand (Figure 31) according to the type of election, (i.e., in the case of General Elections it would be applied to any of the applicable five fingers of a voter, but in the case of Stand-alone Elections, it would be applied to the left thumb of a voter). Figure 32 is an example of wrong application of the Ink

(e) The PO (Ballot Issuance and Overseer)

The accredited voter shall proceed to the **PO** who shall:

Step 1: Check the cuticle of the appropriate finger/thumb nail of the voter to confirm that he/she has been accredited;

Step 2: On being satisfied that the person before him/her has been duly accredited, stamp, sign and write the date of the election on the back of the ballot paper(s) for the respective categories of elections as shown in Figures 33;

Step 3: Fold vertically inwards and flatten the ballot paper(s);

Step 4: Issue the pre-folded and endorsed ballot paper(s) to the voter (Figure 34);

Step 5: Request the voter to remove his/her mobile phone(s) or any photographic device in his/her possession before proceeding to voting cubicle;

Step 6: Direct the voter to the voting cubicle to mark his/her choice on the ballot paper;

Step 7: Ensure that the voting cubicle and ballot box are accessible for PWD to independently complete the voting process; and

Step 7: Ensure that the voter deposits the thumb-printed ballot paper in the appropriate ballot box.

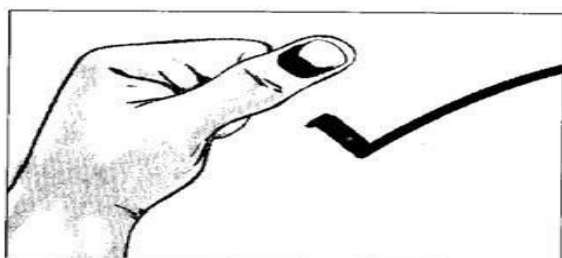


FIGURE 31: CORRECT INKING

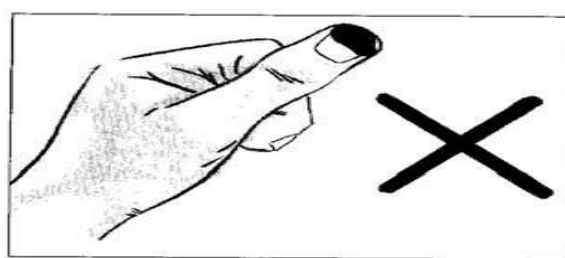


FIGURE 32: WRONG INKING

NOTE 18:

Where the voter is a Visually Impaired Person (VIP), the PO shall provide him/her the Braille Ballot Guide or magnifying glass, as the case may be and allow the voter who is virtually impaired or with other forms of disability, who is unable to distinguish symbols or who has any other physical disability to be accompanied into the Polling Unit and be assisted to vote by a person chosen by him/her other than an Election Official, a polling agent or a security personnel on election duty



Figure 33: Presiding Officer Signs, Stamps And Dates The Back Of Ballot Paper



Figure 34: Presiding Officer Hands Over Vertically Folded Ballot Paper To Voter

NOTE 19:

- (a) After a voter casts his/her vote, a security personnel shall ensure that the voter leaves the voting area taking every personal item, and if he/she intends to observe the counting of votes and announcement of result, shall move to the designated area for that purpose; and
- (b) No person shall accompany a voter to the voting area or assist a voter in marking a ballot paper, except as specified in the Regulations and Guidelines 2022.

NOTE 20:**Scenario A:**

Where a voter cannot be identified by the BVAS for the Polling Unit using the methods outlined in Clause 19(d) of the Regulations and Guidelines or where the voter's fingerprint or face cannot be matched with the details in the BVAS, the voter shall not be allowed to vote. In that case, the APO I shall:

- (i) Politely request the voter to leave the Polling Unit; and
- (ii) Tick the appropriate box against the voter's name and label FA (Denoting Failed Accreditation)

Scenario B:

In the event of sustained malfunction of the Bimodal Voter Accreditation System (BVAS), the Presiding Officer (PO) shall:

- i. Immediately inform the LGA and RA Supervisors, the Supervisory Presiding Officer (SPO), the Electoral Officer (EO), and the Election Monitoring and Support Centre (EMSC) for replacement;
- ii. Suspend Accreditation and Voting until a new BVAS is made available;
- iii. File a report of the incident to the designated Official; and
- iv. Inform the voters and polling agents of the situation.

Scenario C:

Where a replacement BVAS is not available by 2:30 pm, the Presiding Officer shall:

- i. Inform the LGA and RA Supervisors, SPO, EO, and EMSC of the situation;
- ii. File a report of the incident; and
- iii. Inform the voters and polling agents that accreditation and voting for the affected Polling Unit shall continue the following day.

Scenario D:

Where a BVAS is replaced during polling, the data of verified voters in the malfunctioning BVAS shall be merged with data in new BVAS for purposes of determining the number of verified voters.

Scenario E:

Where Election is cancelled on account of Over Voting, the Presiding Officer shall Complete Form EC40G(PU), scan and upload same on the IReV Portal in Place of Form EC8A Series.

3.3.3 Close of Polls at PU

The PO shall:

- Step1:** At 2.30pm, request the security personnel to stand at the back of the last person (if any) in the queue;
- Step2:** **Allow** all voters already in the queue to continue to vote, until the last accredited voter has voted;
- Step3:** After every voter on the queue has voted, **declare** voting closed; and

Step4: **Cancel** all the unused ballot papers by crossing them out.

3.4.0 Sorting, Recording and Counting of Ballots;

3.4.1 Preparing for Ballot Sorting

The **PO** shall:

Step 1: **Obtain** the number of accredited voters from the BVAS and record on Form EC8A;

Step 2: **Send** the number of accredited voters from the BVAS to INEC backend server;

Step 3: **Count** the number of accredited voters in the Register of Voters;

Step 4: **Compare** the number of voters accredited by the Bimodal Voter Accreditation System with the number of ballots cast;

Step 5: **Prepare** “Party name tags” for the various parties and for rejected ballots;

Step 6: **Count** the unused ballot papers and record the quantity and serial number of the unused ballot papers on Form EC40A;

Step 7: **Count** the counterfoils of the used ballot papers and record the quantity on Form EC40A;

Step8: **Put** the counterfoil of the used ballot papers in envelop EC50E;

Step9: **Count** any spoilt ballot papers, record the quantity and their serial numbers on Form EC40C;

Step10: **Put** the spoilt papers in envelope EC50A;

Step11: **Announce** the SEAL serial number to verify the seal; and

Step12: **Cut** the seal to unlock the Ballot Box and empty the content in full view of all persons present.

3.4.2 Sorting of Ballots

The **PO** shall:

Step1: **In the case** of General Elections, sort according to the type of elections; then sort out the ballot papers by party into separate piles for each party and one pile for rejected ballots;

Step2: **Loudly call out** (i) the Party for each Valid vote OR (ii) each Rejected vote in the presence of the Polling Agents and Accredited Observers and place in appropriate pile; allow inspection of votes on demand by a Polling Agent, provided that such inspection shall only be allowed once;

Step3: **Show** all rejected ballots to the Party Agents and Observers present;

Step4: **Write** the word “REJECTED” in the front of every rejected ballot;

Step5: **Where** any objection against such rejection is raised by a candidate or Polling Agents, write the words “**Rejected but Objected to**” on the front of the ballot;

Step6: **Count** and record the quantity and serial numbers of Rejected ballots on Form EC. 40B (in PU Booklet); and

Step7: **Put** all rejected ballots in envelope EC.50A.

NOTE 21:

REJECTED BALLOTS: A ballot shall be rejected if:

- i. The choice of the voter is not clear;
- ii. The back of the ballot paper has not been stamped, signed and dated by the **PO**;
- iii. The ballot is without any thumbprint of a Voter; and
- iv. The ballot contains any writing or mark that identifies the Voter.

3.4.3 How to Record Votes on Form EC 8A series

The **PO** shall:

- Step 1:** **Record** the number of registered voters as contained in the register of voters;
- Step 2:** **Refer to** Form EC.40A to record the total number of ballot papers issued to the Polling Unit and the number of unused ballot paper;
- Step 3:** **Refer to** Form EC.40B to record the number of rejected ballots and Form EC.40C to record spoilt ballot papers;
- Step 4:** **Record the** valid votes scored by each of the political party in figures and in words in the spaces provided in Form EC8A series;
- Step 5:** **Add up** and record the total valid votes scored by all the parties at the bottom of the Form as well as in the box for item 7 at the top of Form EC8A series;
- Step 6:** **Add up** the number of spoilt ballot papers, plus the number of rejected ballots, plus the total valid votes to get the number of used ballot papers and record same in the box provided in Form EC8A series;
- Step 7:** **Cross out** *NOT CONTESTED* phrase at the bottom of the Form EC8A series where election was held; and
- Step 8:** **Write** his/her name on the relevant Form EC8A series with stamp and date. He/she shall then sign the Form and request the Polling Agents present to countersign it;

3.4.4 Counting and Recording of Votes

Immediately after sorting of ballots, the **PO** shall:

- Step 1:** **Loudly** count the votes scored by each party;
- Step 2:** **Write** on a sheet of paper the number of valid votes scored by each party to allow for cross-checking, before recording same on Form EC.8A(I);
- Step 3:** **In order** to ascertain the number of used ballot papers, verify the result of the poll by adding the following:
- a) The number of spoilt ballot papers;
 - b) The number of rejected ballots; and
 - c) The number of valid votes scored by parties.
- Step 4:** **Verify** the results according to the prescribed procedure; and
- Step 5:** **Enter** the scores of the candidates in both words and figures in the appropriate forms EC 8A series;
- Step 6:** Cross-check the scores of the candidates/parties and the totals; and
- The **PO** shall then:

- Step 1:** **Sign**, date and stamp the appropriate Form EC8A;

- Step 2:** **Announce** loudly the votes scored by each political party;
- Step 3:** **Request** the candidates or their polling agents, where available at the Polling Unit, to countersign; **Refusal** of any candidate or polling agent to countersign the appropriate form EC 8A shall not invalidate the result of the Polling Unit;
- Step 4:** **Keep** the originals of EC8 series and the first pink copies for the Commission;
- Step 5:** **Give** to the Polling Agents and the Police, a duplicate copy each of the completed forms;
- Step 7:** **Paste** the completed Publication of Result Poster EC 60 (E) at the Polling Unit;
- Step 8:** Complete Form EC40G(PU) for Polling Units where elections are cancelled or Election did not hold;
- Step 9:** **Complete** Form EC40H (I) for PWD Information and Statistics;
- Step 10:** **Complete** the PWD information boxes in the PU booklet;
- Step 11:** **Transmit** the election result electronically to the collation system as prescribed in the Regulations and Guidelines for the Conduct of Elections 2022;
- Step 12:** **Use the BVAS** to Scan/take a picture of the completed, signed, stamped and dated Form EC8A for PUs where elections are held OR Form EC40G(PU) where elections are cancelled or Election Did hold;
- Step 13:** **Upload the scanned copy of the Form EC8A** for PUs where elections are held OR Form EC40G(PU) where elections are cancelled or Election Did hold to the INEC Result Viewing Portal (IReV) as prescribed by the Commission;
- Step 14:** **Take** the BVAS and the original copy of each of the forms in tamper-evident envelope to the Registration Area/Ward Collation Officer, in the company of security agents; and
- Step 15:** **The polling agents** may accompany the Presiding Officer to RA/Ward Collation Centre.

NOTE 22:

- a) All the first duplicate copies (Electoral Operations Copy) of Form EC8 series (Statement of Result of Polls, Collation and Declaration of Results of Elections) at various levels are for the Commission and should be handed over to the RA/LGA/State/Constituency Supervisors for documentation at the EOPs Department. Non-compliance shall be treated as dereliction of duty.
- b) Second duplicate copies are to be handed over to the Police and subsequent copies to Party Agents present at the Polling Stations.

NOTE 23:**(a) Spoilt Ballot Papers:**

If a ballot paper is badly torn by the PO when detaching it from the ballot booklet, or the ballot paper is by accident mishandled in such a manner that the ballot paper cannot be used for voting, the PO shall write the word "Cancelled" on the front of the ballot paper and place it in envelope EC.50A. The PO shall then issue a fresh ballot paper to the voter.

(b) Accidental Destruction of Ballot Paper:

A voter who, by accident, spoils his/her ballot paper such that it cannot be used for voting, may present it to the PO and, if satisfied that the ballot paper is spoilt, the PO shall issue another ballot paper to the voter, in place of the spoilt ballot paper and the spoilt ballot paper shall be marked "Cancelled" by the PO, recorded in Form EC 40B in the Polling Unit Booklet and put it in the envelope- EC.50A;

(c) Thumb-printing of Ballot Paper:

The thumb-printing of the ballot paper(s) by voters must be done in secret and depositing the folded ballot(s) in the ballot box, done in open view of all person's present and

(d) Number of Voters in Voting Cubicle:

Only **one voter at a time** will be allowed in each compartment of the voting cubicle for thumb-printing the ballot paper(s).

NOTE 24:**ISSUES OF OVER-VOTING AND RECONCILIATION OF FIGURES**

- a) Where the total number of votes cast at a Polling Unit exceeds the number of accredited voters at the Polling Unit, the result of the election for that Polling Unit shall be cancelled by the Presiding Officer in line with Section 51(2) of the Electoral Act 2022 and Form EC40G (PU) should be completed and a report in that regard shall be made to the Collation Officer by the Presiding Officer.
- b) Where after a crosscheck and recount, the total sum of spoiled ballot papers, rejected ballots and valid votes is not equal to the total number of used ballots, an anomaly exists, and the Presiding Officer shall submit a written report to the RA/Ward Collation Officer.
- c) The RA/Ward Collation Officer shall examine the report of the Presiding Officer on any discrepancy in ballots and votes and further attempt to reconcile the figures. Where the figures cannot be reconciled, the RA/Ward Collation Officer shall make his/her own report to the LGA Collation Officer, attaching the Presiding Officers' Report.
- d) For a Polling Unit where election is not held or is cancelled, or poll is declared null and void in accordance with the Regulations and Guidelines 2022, the Presiding Officer shall complete Form EC40G (PU) and report same in writing to the RA/Ward Collation Officer explaining the nature of the problem and the Collation Officer shall fill Form EC40G using Form EC40G (PU) as applicable.

NOTE 25:

- (a) Only ballot papers with the official watermark and stamp prescribed by the Commission shall be counted by the Presiding Officer. If the Presiding Officer, however, ascertains that a ballot paper without the official watermark prescribed by the Commission actually belongs to a booklet of ballot papers assigned to the Polling Unit, it shall be counted;
- (b) If a Presiding Officer notices any ballot paper without the official watermark and stamp, he/she should immediately escalate and act on further instructions received by him/her;
- (c) In computing the spread factor for Elections to the office of the President, Governor of a State, or Area Council Chairman (in the case of the FCT Council Elections), the Returning Officer shall use the total valid votes cast at the Elections; and
- (d) Refusal of any Candidate or Polling Agent to countersign Form EC.8A series will not invalidate result of the Poll.















NOTE 26:

The number of used ballot papers (a+b+c in (c) Step 3) plus the number of unused ballot papers should be equal to the total number of ballot papers issued to the Polling Unit.

- a) **Where** the sum of the total number of spoilt, rejected, valid votes and unused ballot papers, does not equal the total number of ballots received, carry out a thorough check and **recount**.
- b) Where an anomaly exists, the PO shall **inform** those present of the problem, then **enter** the votes scored by each of the political parties and the other information in the affected Form EC.8A series and write the words "**ANOMALY EXISTS**" across the form and **submit** a report along with the ballot papers and the Form EC. 8A series to the RA/Ward Collation Officer after thorough reconciliation.
- c) Where the result of poll is rendered null and void, the PO shall complete Form EC40G(PU) for the affected Polling Unit.
- d) Where the result of poll is rendered null and void, the PO shall state the nature of the problem and ensure that this is delivered to the RA/Ward CO; and
- e) A Polling Agent/Candidate may request a recount. However, such a recount shall be done only once.

EXAMPLES OF VALID BALLOTS

CHOICE OF VOTER IS CLEAR

A		B		C	
PARTY	VOTER'S MARK	PARTY	VOTER'S MARK	PARTY	VOTER'S MARK
 AP Party		 AP Party		 AP Party	
 DAD		 DAD		 DAD	
 NA		 NA		 NA	
 SUI		 SUI		 SUI	
















D		E		F	
PARTY	VOTER'S MARK	PARTY	VOTER'S MARK	PARTY	VOTER'S MARK
 AP Party		 AP Party		 AP Party	
 DAD		 DAD		 DAD	
 NA		 NA		 NA	
 SUI		 SUI		 SUI	

Figure 35 examples of valid ballot papers

EXAMPLES OF REJECTED/INVALID BALLOTS

CHOICE OF VOTER IS NOT CLEAR

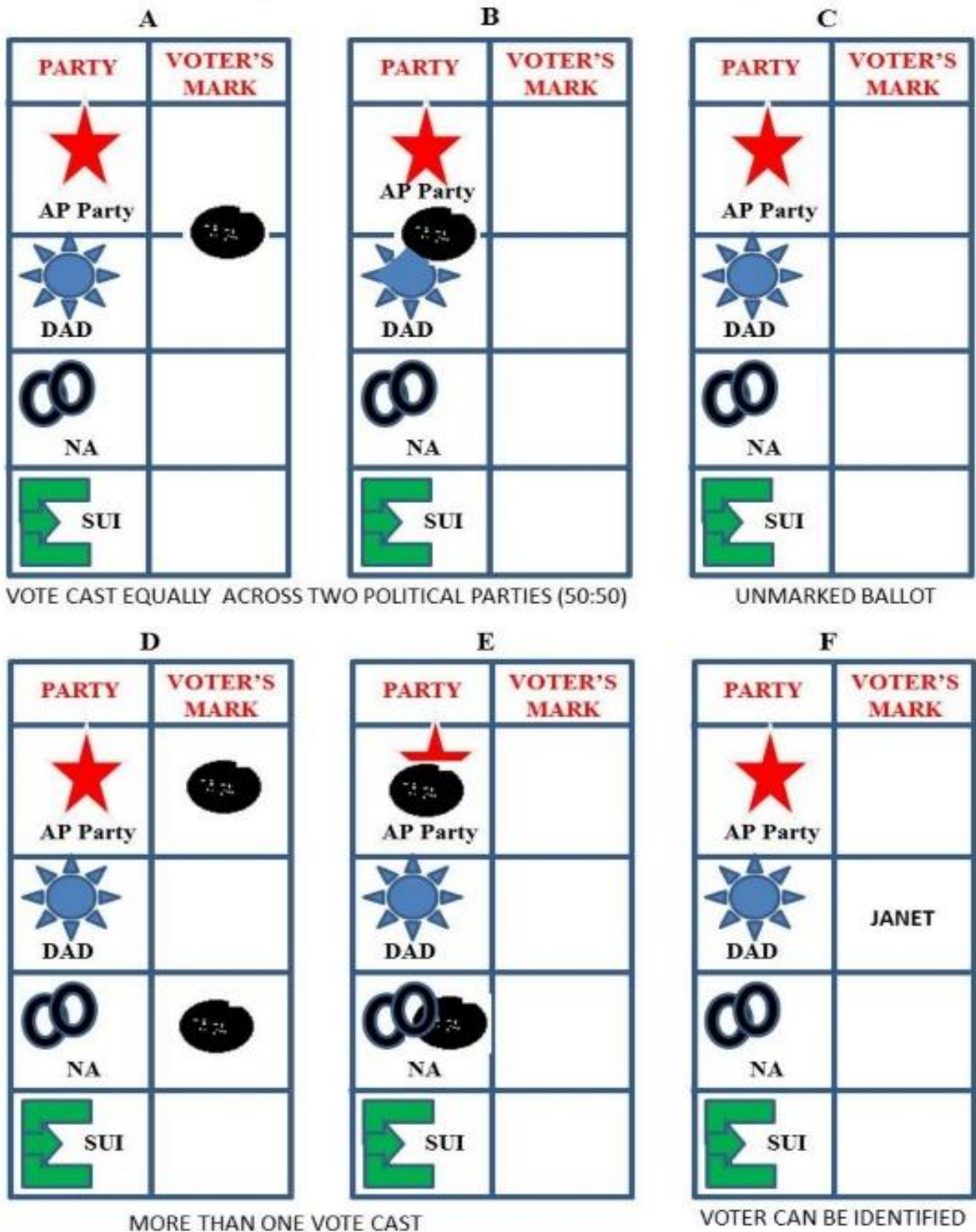


Figure 36 examples of invalid ballot papers

3.4.5 Packing Up

Following the completion of recording of the votes on Forms EC.8A and/or EC8A(I) and EC8A(II), the PO shall:

- Step 1:** **Put** the original of Form EC.8A and/or, EC.8A(I), EC8A(II) (Statement of Result of Poll from the Polling Unit), Form EC40H(I), PU Booklet and from EC40G (PU) where applicable in the tamper-proof envelope (s);
- Step 2:** **Put** the Used ballot papers in Envelope EC.50V;
- Step 3:** **Gather** the other envelopes containing the following items separated during the sorting process:
- Envelope EC50A: Envelopes containing Unused ballot papers;
 - Envelope EC50C: containing Counterfoils of ballot papers;
 - Envelope EC.50A: containing Rejected and Spoilt ballot papers;
- Step 4:** **Put** the following envelopes in the **ballot box**:
- Envelope EC.50E: Envelope(s) containing counterfoils of the used ballot papers;
 - Envelope(s) containing the used ballot papers (Envelope EC.50V)
- Step 5:** **Seal** ballot box with the seals provided.
- Step 6:** **Put** all the remaining envelopes in the INEC bag:
- Tamper-proof envelope containing the original copy of Form EC.8A, or EC.8A (I) or EC8(II), EC40G(PU) where applicable & EC40H(1);
 - Envelope (s) EC.50A containing unused ballot papers;
 - Envelope (s) EC.50A containing rejected and spoilt ballot papers,;
 - All extra copies of Form EC.8A, EC.8A(I), EC8(II) and all miscellaneous materials, such as the INEC stamps, indelible ink, stamp pads and biros etc. should be put into the bag.
- Step 7:** At the close of the poll, the PO and APOs shall ensure that materials are properly disinfected, carefully packaged and that used personal protective materials are hygienically packaged for disposal. Reusable personal protective materials shall also be carefully packaged and sent to designated collection points.
- Step 8:** **Proceed** immediately to the RA/Ward Collation Centre and **nowhere else**, accompanied by the Assistant Presiding Officers (APOs), Polling Agents and Security Agents with the:
- EC8A (Result Sheet);
 - Bimodal Voter Accreditation System (BVAS);
 - INEC Bag with all electoral materials;
 - Ballot box; and
 - Voting cubicle.
- Step 9:** **Submit** the completed original copies of Form EC8A series and EC40G(PU) where applicable & EC40H(1) contained in the tamper-proof envelope and the Bimodal Voter Accreditation System (s) to the RA/Ward CO and all other materials to the SPO.

NOTE 27:

Reverse Logistics

It shall be the responsibility of election officials at all levels to ensure the safe return of all election materials placed in their custody to designated locations after every election. Reverse logistics should be carefully monitored, and materials returned should be audited by the relevant units of the Commission. It shall be the responsibility of the APOs (especially APO II) to assist the Presiding Officer in reverse logistics.

CHAPTER FOUR

4.0 COLLATION AND DECLARATION OF RESULTS

4.1.0 Health Guide at all Collation Centres:

- a) There shall be a designated area outside the Collation Hall for the implementation of safety and health measures such as the compulsory wearing of face mask, hand sanitizing and body temperature check.
- b) There shall be 2 metres (6 feet) queuing distancing for all seeking to enter the collation hall.
- c) There shall also be 2 metres (6 feet) seat-spacing arrangement within the collation hall.
- d) In order to prevent overcrowding during collation, only one polling agent of a party on the ballot (or the candidate in person) for the election(s) shall be allowed into the collation hall.
- e) Seats may be reserved for Election Observers based on available space in the Collation Hall and other COVID-19 considerations. Where there is not enough space to accommodate all Election Observers in the Collation Hall, Observer groups may be requested to elect those to represent all observers in the collation hall.

4.2.0 Collation and Declaration Procedures

4.2.1 Collation of Election Results:

The collation and declaration of election results shall be done at the following levels depending on the type of election:

- i) Registration Area–RA/Ward (Collation for all elections) including that of Councillor in the case of FCT;
- ii) Local Government Area – LGA (Collation for all Elections) including that of Collation and Declaration of Chairmen in the case of Area Council election in the FCT;
- iii) State Constituency (Collation and Declaration of State House of Assembly Elections);
- iv) Federal Constituency (Collation and Declaration of House of Representatives Elections);
- v) Senatorial District (Collation and Declaration for Senatorial District Elections);
- vi) Governorship (Collation and Declaration for Governorship Elections); and
- vii) Presidential (Collation and Declaration for Presidential Election).

NOTE 28:

- i) In order to remain focused on their assignment, Collation Officers are not allowed to make or receive telephone calls during collation.
- ii) In determining the Electoral two-thirds (2/3) requirement for candidates contesting for Executive positions, such as the President, Governor of a State, or Chairman of Council (in case of the FCT), the Returning Officer shall be guided by the approved computation template for calculating the Electoral two-thirds (2/3) for the position in question.

- iii) It is mandatory for designated election staff to collect and deposit all Electoral Operations copies of results with their supervisors within the prescribed time. Non-compliance shall be treated as dereliction of duty.

FILLING OF EC 8B (SERIES):

There is a difference between Spoilt Ballot Paper and Rejected Ballot Paper. Therefore, on no account should Spoilt Ballot Papers be added to Rejected Ballot Paper

4.2.2 Collation at Registration Area (RA) or Ward Level

The Registration Area/Ward Collation Officer shall:

- Step 1:** Take delivery of the original copies of Forms EC8A, EC8A(I), and EC8A(II) for the Presidential, Senatorial and the House of Representatives Elections, respectively, including EC40H(I) and EC40G(PU) where applicable.
- Step 2:** Take delivery of the original copies of Forms EC8A and EC8A(I) for Governorship and the State Houses of Assembly elections, respectively;
- Step 3:** Take delivery of Forms EC8A and EC8A(I) for the Area Council Chairmanship and Councillorship elections of the Federal Capital Territory (FCT) respectively;
- Step 4:** Receive the BVAS from the respective Presiding Officers in tamper-proof envelopes and inspect to ensure that the envelope/content have not been tampered with;
- Step 5:** With the help of Registration Area Technical Support Staff (RATECH), if required, open the image of Form EC8A in the BVAS and compare the number of voters verified by the BVAS with the number of accredited voters and the total votes cast for the Polling Unit as contained in the physical Form EC8A brought by Presiding Officer for each Polling Unit;
- Step 6:** Receive and consider, if any, the reports of anomalies, adverse incidents, and equipment failure from the Presiding Officers including reports of where polls are either cancelled or not held;
- Step 7:** Request the Presiding Officer to loudly announce the scores of the political parties;
- Step 8:** Request Polling Agents to make observations, if any. Where there is an observation see Note 29a overleaf, otherwise proceed to Step 9.
- Step 9:** Submit the BVAS to the respective Supervisory Presiding Officers (SPOs), in tamper-proof envelopes;
- Step10:** Collate the votes entered in Forms EC8A, EC8A(I) and EC8A(II), for the Presidential, Senatorial and House of Representatives Elections, respectively;
- Step 11:** Collate the votes entered in Forms EC8A and EC8A(I) for Governorship and State Houses of Assembly Elections, respectively;
- Step 12:** Collate the votes entered in form EC8A and EC8A(I) for Area Council Chairmen and Councillorship elections, respectively;
- Step 13:** Add up the polling unit results to get the RA/Ward summary.
- Step 14:** Enter the votes in both figures and words in the appropriate spaces in Forms EC8B, EC8B(I) and EC8B(II), as the case may be;

- Step 15:** Announce loudly the votes scored by each political party
- Step 16:** Complete the Forms (EC8B, EC8B(I) and EC8B(II)) as required, date and sign same and get the Polling Agents to countersign;
- Step 17:** Complete Form EC40G using Form EC40G(PU) for Polling Units, where election is cancelled or not held;
- Step 18:** Hand over the Electoral Operations copy (top copy) of Form EC8B to the INEC RA Supervisor;
- Step 19:** Distribute copies of each of the Forms EC8B, or EC8B(I) and EC8B(II), to each Polling Agent and the Police;
- Step 20:** Complete the PWD Status Form EC40H(II) using Form EC40H(I)
- Step 21:** Take custody of the original copies of Forms EC8B, EC8B(I) and EC8B(II) together with other materials and equipment and reports (if any) received from Presiding Officers at the election and deliver same to the LGA Collation Centre;
- Step 22:** Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RA TechSS, where applicable;
- Step 23:** Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission; and
- Step 24:** Complete the Publication of Result of Poll Poster; EC. 60E and display it at the Collation Centre

NOTE 29:

- (a) Where there is any discrepancy in a result submitted by a Presiding Officer to the RA/Ward Collation Officer as verified from the result transmitted or transferred directly from the Polling Unit, the RA/Ward Collation officer shall in line with the Electoral Act 2022 and the INEC Regulation and Guidelines for Conduct of Election 2022:
- i) Request explanation(s) from the Presiding Officer(s) concerned about the circumstances of the discrepancy;
 - ii) Locate the point of discrepancy, resolve the discrepancy using the electronic result and request the Presiding Officer to endorse the resolution; and
 - iii) Make a report of the discrepancy to the next level of collation.
- (b) Collation at RA/Ward Level where Election extends to the following day in some PUs: Where at a Polling Unit, accreditation and voting are to continue to the following day on account of the non-availability of a required replacement BVAS, the RA/Ward Collation Officer shall:
- i. Inform the Polling Agents and stakeholders at the Collation Centre of the situation.
 - ii. Collate the available results from the unaffected Polling Units.
 - iii. On conclusion of (ii) above, proceed immediately to the LGA/Area Council Collation Centre where the results from (ii) above shall be saved until the following day, when the RA collation shall resume, including the results of the affected polling units; and
 - iv. Inform the LGA/Area Council Collation Officer of the situation, who shall then proceed with the Collation of the results of the unaffected RAs/Wards.

4.2.3 Collation of Presidential Election Results at the LGA:

The Local Government/Area Council Collation Officer in charge of the Presidential Election shall:

- Step 1:** Take delivery of all the original copies of Forms EC8B from the Registration Area/Ward Collation Officers, together with other materials and reports, relating to the election, including Form EC40 (G) and EC40H(II) (if any);
- Step 2:** Collate the results for the Presidential Election, by entering the votes scored by each Political Party in the original copy of Form EC8B into Form EC8C in figures and words;
- Step 3:** Add up the RA/Ward results to get the LGA/Area Council summary;
- Step 4:** Cross-check the totals and entries in the EC8C with the Collation Support and Result Verification System (CSRVS) Secretariat, for computational accuracy where applicable;
- Step 5:** Announce loudly the votes scored by each Political Party;
- Step 6:** Sign, date and stamp the Form EC8C and request the Polling Agents to countersign;
- Step 7:** Hand over the Electoral Operations copy (top copy) of Form EC8C to the INEC LGA/Area Council Supervisor;
- Step 8:** Distribute copies of the forms EC8C to the Polling Agents and the Police;
- Step 9:** Transfer the total number of Collected PVCs of affected Polling Units where elections were not held or were cancelled from Forms EC40G into Form EC40G(I);
- Step 10:** Complete the PWD Status Form EC40H(III) using Form EC40H(II);
- Step 11:** Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RATEchSS;
- Step 12:** Electronically transmit or transfer the result directly to the next level of collation, as prescribed by the Commission;
- Step 13:** Take the original copies of Forms EC8C to the Presidential Collation Officer at the State Collation Centre together with other materials and reports relating to the election, including Form EC40G(I) and EC40H(III)
- Step 14:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

4.2.4 Collation of Presidential Election Results at State/FCT Level:

The State/FCT Collation Officer for the Presidential Election shall:

- Step 1:** Take delivery of the original copies of Form EC8C from the Local Government Area/Area Council Collation Officers, together with other materials and reports relating to the election, including Form EC40G(I) and EC40H(III);
- Step 2:** Collate the votes scored by each political party from Forms EC8C into Form EC8D by entering the votes scored in both words and figures, into the spaces provided;
- Step 3:** Add up the LGA/Area Council collated results to obtain the State/FCT Summary;
- Step 4:** Cross-check the totals and entries in Form EC8D with the Collation Support and Result Verification System (CSRVS) secretariat for computational accuracy;
- Step 5:** Transfer the total number of Collected PVCs of affected Polling Units from Forms EC40G(I), into Form EC40G(II), where elections were cancelled or were not held, in respect of all the LGAs/Area Councils in the State/FCT;

- Step 6:** Announce loudly the votes scored by each Political Party;
- Step 7:** Sign, date and stamp the Form EC8D and request the Polling Agents to countersign;
- Step 8:** Handover the Electoral Operations copy (top copy) of Form EC8D to the Resident Electoral Commissioner;
- Step 9:** Distribute copies of forms EC8D to polling agents and the Police;
- Step 10:** Complete the PWD Status Form EC40H(IV) using Form EC40H(III);
- Step 11:** Implement any other result management procedure prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or the Registration Area Technical Support Staff (RATechSS)
- Step 12:** Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission;
- Step 13:** Take the original copy of Form EC8D, together with other materials and reports relating to the election including EC40G(II) and EC40H(IV), which were returned by the LGA/Area Council Collation Officers, to the National Collation Centre, in a tamper-evident envelope; and
- Step 14:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

4.2.5 Final Collation and Declaration of Presidential Election Results

The Chief Electoral Commissioner (Chairman of INEC), who is the Returning Officer for the Presidential Election shall: -

- Step 1:** Take delivery of the original copies of Forms EC8D from the State/FCT Collation Officers, together with other materials and reports relating to the election, including Form EC40G(II); and EC40H(IV), where available;
- Step 2:** Collate the votes scored by each political party from Forms EC8D, received from State/FCT Collation Officers, into Form EC8D(A) and enter the votes scored by each Political Party, in both figures and words in the spaces provided;
- Step 3:** Add up the collated State/FCT results to obtain the national summary;
- Step 4:** Cross-check the totals and entries in Form EC8D(A) with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective States, from Forms EC40G(II) into form EC40G(III);
- Step 6:** Compare the total number of voters affected in Form EC40G(III) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is more than the figure recorded in Form EC40G(III), proceed to enter the scores of the candidates in Form EC8E for the declaration of the Presidential election result.
- Step 8:** Announce loudly the votes scored by each Political Party;
- Step 9:** Sign, date and stamp the Form EC8D(A) and request the polling agents to countersign;
- Step 10:** Retain the Electoral Operations copy (top copy) of Form EC8D(A);
- Step 11:** Distribute copies of forms EC8D(A) to polling agents and the Police;
- Step 12:** The Chief Electoral Commissioner and Returning Officer for the Presidential election shall complete Form EC8E and return the candidate who:
 - i. Has the majority (highest number) of votes cast at the election; and

- ii. Has not less than one-quarter of the votes cast at the election in at least two-thirds of all the States in the Federation and the Federal Capital Territory, Abuja

Step13: Distribute copies of Form EC8E to Polling agents or candidates of each Political Party in the election and the Police;

Step 14: Complete the PWD Status Form EC40H(V) using Form EC40H(IV).

Step 15: Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

NOTE 30:

Conditions for run-off and supplementary elections

- a) Where no candidate meets the requirements of the majority of votes cast and the electoral two-thirds, as provided in the INEC Regulations and Guidelines for ELECTIONS, 2022, a runoff election shall be organized by the Commission within 21days in line with the provisions of Section 134 (2) to (5) of the Constitution of the Federal Republic of Nigeria 1999 (as amended).
- b) Where the Margin of Lead between the two leading candidates in an election is NOT IN EXCESS of the total number collected PVCs of the Polling Units where elections were not held or were cancelled in line with Sections 24(2 & 3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return until polls have been conducted in the affected Polling Units and the results collated into a new Form EC8D(A) and subsequently recorded into Form EC8E for Declaration and Return. This is the Margin of Lead Principle and shall apply wherever necessary in making returns for all elections in accordance with the INEC Regulations and Guidelines for Conduct of Election 2022.

NOTE 31:

Uncontested Presidential Election:

Where a Presidential election is uncontested, the Commission shall follow the procedure outlined in Section 133 of the Constitution of the Federal Republic of Nigeria 1999 (as amended).

4.2.6 Collation of Senatorial District Election Results at LGA/Area Council Level:

The Local Government/Area Council Collation Officer in charge of Senatorial District Election shall:

- Step 1:** Take delivery of all the original copies of forms EC8B(I) from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election, including forms EC40(G) and the EC40H(II), if applicable;
- Step2:** Collate the results for the Senatorial District election by entering the votes from Forms EC8B(I) into form EC8C(I), in figures and words, in the space provided;
- Step3:** Add up the RA/Ward results to obtain the LGA/Area Council summary;
- Step4:** Cross-check the totals and entries in EC8C(I) with the Collation Support and Result Verification System (CSRVS) Secretariat, for computational accuracy;
- Step5:** Announce loudly the votes scored by each Political Party;

- Step6:** Sign, date and stamp the Form EC8C(I) and request the polling agents or candidates to countersign;
- Step7:** Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official;
- Step 8:** Distribute copies of the forms to the polling agents or candidates and the Police.
- Step 9:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs from Forms EC40G into form EC40G(I);
- Step10:** Complete the PWD Status Form EC40H(III) using EC40H(II), if applicable;
- Step 11:** Implement any other results management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RATECH
- Step 12:** Electronically transmit or transfer the result directly to the next level of collation, as prescribed by the Commission;
- Step13:** Take the original copies of forms EC8C(I) to the Senatorial District Collation/Returning Officer at the Senatorial District Collation Centre together with other materials and reports relating to the election, including form EC40G(I) and EC40H(III); and
- Step 14:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

4.2.7 Final Collation and Declaration of Senatorial District Election Results at Constituency Level:

The Senatorial District Collation/Returning Officer for the Final Senatorial District Election shall:

- Step 1:** Take delivery of the original copies of forms EC8C(I) from the LGA/Area Council Collation Officers together with other materials and reports relating to the election including form EC40G(I) and EC40H(III)
- Step 2:** Collate the results of the Senatorial District election by entering the votes in the original copies of forms EC8C(I) into form EC8D(I) and enter the votes scored in both figures and words in the spaces provided;
- Step 3:** Add up the LGA/Area Council results to obtain the Senatorial District summary;
- Step4:** Cross-check the totals and entries in the EC8D(I) with the Collation Support and Result Verification System (CSRVS) Secretariat, for computational accuracy if applicable
- Step5:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or cancelled for the respective LGAs form EC40G(I) into form EC40G(II);
- Step 6:** Compare the total number of voters affected in Form EC40G(II) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(II), proceed to enter the scores of the candidates in Form EC8E(I) for the declaration of the Senatorial Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer for the Senatorial District election shall not return any of the

- candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
- Step 9:** Announce loudly the votes scored by each Political Party;
 - Step 10:** Sign, date and stamp the form EC8D(I) and request the polling agents or candidates to countersign;
 - Step 11:** Hand over the Electoral Operations copy (top copy) of Forms EC8D(I) to the INEC Senatorial District Supervisor;
 - Step 12::** Distribute copies of forms EC8D(I) to polling agents or candidates and the Police;
 - Step 13:** Enter the score of each candidate into the declaration of result Form EC8E(I) for the Senate and return as elected the candidate who scores the highest number of valid votes cast at the election;
 - Step 14:** Hand over the Electoral Operations copy (top copy) of Forms EC8E(I) to the INEC Senatorial District Supervisor;
 - Step 15:** Distribute copies of form EC8E(I) to polling agents and the Police;
 - Step 16:** Complete the PWD Status Form EC40H(IV) using Form EC40H(III), if applicable;
 - Step 17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre; and
 - Step 18:** Submit to the Resident Electoral Commissioner, the original copies of forms EC8D(I) and EC8E(I) together with other materials relating to the election including EC40G(II) and EC40H(IV).

4.2.8 Collation of Federal Constituency Election Results with less than one LGA

The Federal Constituency Collation/Returning Officer in charge of Federal Constituency (House of Representatives) Elections with less than one LGA shall:

- Step 1:** Take delivery of the original copies of forms EC8B(II) from the RA Collation Officers together with other materials and reports relating to the election including, where applicable forms EC40G and EC40H(II);
- Step 2:** Collate the results of the Federal Constituency election by entering the votes in the original copies of forms EC8B(II) into Form EC8C(II) and enter the votes scored in both figures and words in the space provided;
- Step 3:** Add up the RA results to obtain the Federal Constituency summary;
- Step 4:** Cross-check the totals and entries in Form EC8C(II) with the Collation Support and Results Verification System (CSRVS) Secretariat for computational accuracy where applicable;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs from Form EC40G into Form EC40G(I);
- Step 6:** Compare the total number of voters affected in Form EC40G(I) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(I), proceed to enter the scores of the candidates in Form EC8E(II) for the declaration of the Federal Constituency (House of Representative) Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer for the Federal Constituency election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;

- Step 9:** Cross-check the entries in form EC8C(II) and announce loudly the votes scored by each political party;
- Step 10:** Sign, date and stamp the form EC8C(II) and request the polling agents to countersign;
- Step 11:** Handover the originals and the first duplicate copies of forms EC8C(II) to INEC Federal Constituency Supervisor;
- Step 12:** Distribute copies of Form EC8C(II) to Polling Agents and Police;
- Step 13:** Enter the score of each candidate into form EC8E(II) for the Federal Constituency and return as elected the candidate who scores the highest number of valid votes cast at the Federal Constituency election;
- Step 14:** Handover the originals and the first duplicate copies of Forms EC8E(II) to INEC Federal Constituency Supervisor;
- Step 15:** Distribute copies of Form EC8E(II) to Polling Agents and Police;
- Step 16:** Complete where applicable, the EC40H(III) using the EC40H(II);
- Step 17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.
- Step 18:** Submit to the Resident Electoral Commissioner the original copies of Forms EC8C(II) and EC8E(II) together with other election materials including EC40G(I) and EC40H(III).

4.2.9 Collation in a Federal Constituency with one LGA

The Federal Constituency Collation/Returning Officers for the Federal Constituency (House of Representatives) election involving one LGA shall take the following steps:

- Step 1:** Take delivery of the original copies of forms EC 8B(II) from the RA Collation Officers together with other materials and reports relating to the election including, where applicable forms EC 40G and EC 40H(II).
- Step 2:** Collate the results of the Federal Constituency election by entering the votes in the original copies of forms EC 8B(II) into Form EC 8C(II) and enter the votes scored in both figures and words in the spaces provided.
- Step 3:** Add up the RA results to obtain the Federal Constituency summary.
- Step 4:** Cross-check the totals with the Collation Support and Results Verification System (CSRVS) Secretariat, for computational accuracy, where available.
- Step 5:** Transfer the total number of collected PVCs of Polling Units where election was not held/cancelled for the respective Ras from forms EC40G into form EC40G(I).
- Step 6:** Compare the total number of voters affected in Form EC40G(I) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(I), proceed to enter the scores of the candidates in Form EC8E(II) for the declaration of the Federal Constituency (House of Representative) Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the Federal Constituency (House of Representatives) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission.
- Step 9:** Cross-check the entries in Form EC8C(II) and announce loudly the votes scored by each political party.
- Step 10:** Sign, date and stamp the Form ECC(II) and request the polling agents to countersign.

- Step 11:** Handover the originals and the first duplicate copies of forms EC8C(II) to INEC designated officials and distribute other duplicate copies to polling agents and the Police.
- Step 12:** Enter the score of each candidate into form EC8E(II) for the Federal Constituency and return as elected the candidate who scores the highest number of valid votes cast at the Federal Constituency election.
- Step 13:** Handover the originals and the first duplicate copies of forms EC8E(II) to INEC designated officials and distribute other duplicate copies to polling agents and the Police;
- Step 14:** Complete where applicable, the EC 40H(III) using the EC40H(II).
- Step 15:** Complete the notice of result of poll poster (EC60E) and display at the Collation Centre.
- Step 16:** Submit to the Resident Electoral Commissioner the original copies of Forms EC8C(II) and EC8E(II) together with other election materials including EC40G(I) and EC40H(III).

4.2.13 Collation of Federal Constituency Election Results at LGA/Area Council Level:

The Local Government Council Collation Officer in charge of Federal Constituency (House of Representatives) Elections shall:

- Step 1:** Take delivery of all the original copies of forms EC8B(II) from the Registration Area/Ward Collation officers together with other materials and reports relating to the election including forms EC40(G) and EC40H(II), if available;
- Step 2:** Collate the results for the Federal Constituency (House of Representatives) election by entering the votes in the original copies of forms EC8C(II) in figures and words in the space provided;
- Step 3:** Add up the RA/Ward results to obtain the LGA/Area Council summary;
- Step 4:** Cross-check the totals and entries in form EC8C(II) with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy where applicable;
- Step 5:** Announce loudly the votes scored by each Political Party;
- Step 6:** Sign, date and stamp the Form EC8C(II) and request the polling agents to countersign;
- Step 7:** Hand over the Electoral Operations copy (top copy) of Form EC8C(II) to the designated INEC Official;
- Step 8:** Distribute copies of the forms to the polling agents and the Police;
- Step 9:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs from Form EC40G into Form EC40G(I);
- Step 10:** Complete the PWD Status Form EC40H(III) using EC40H(II), if applicable;
- Step 11:** Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RATECH
- Step 12:** Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission;
- Step 13:** Submit the original copies of forms EC8C(II) to the Federal Constituency (House of Representatives) Collation/Returning Officer at the Federal Constituency Collation Centre together with other materials and reports relating to the election,

including form EC40G(I) and EC40H(III)

Step 14: Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre

4.2.14 Final Collation and Declaration of Federal Constituency Results at Constituency Level

The Federal Constituency (House of Representatives) Collation/Returning Officer for the Federal Constituency Election involving more than one LGA shall:

Step 1: Take delivery of the original copies of forms EC8C(II) from the Local Government Area/Area Council Collation Officers together with other materials and reports relating to the election including form EC40G(I) and EC40H(III)

Step 2: Collate the results of the Federal Constituency (House of Representatives) election and enter the votes in the original copies of forms EC8C(II) into form EC8D(II) by entering the votes scored in both figures and words in the space provided;

Step 3: Add up the LGA/Area Council results to obtain the Federal Constituency (House of Representatives) summary;

Step 4: Cross-check the totals and entries in form EC8D(II) with the CSRVS Secretariat for computational accuracy, where available;

Step 5: Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled from the respective LGAs from forms EC40G(I) into form EC40G(II);

Step 6: Compare the total number of voters in Form EC40G(II) with the Margin of Lead between the two leading candidates;

Step 7: If the Margin of Lead is in excess of the figure recorded in Form EC40G(II), proceed to enter the scores of the candidates in Form EC8E(II) for the declaration of the Federal Constituency (House of Representative) Election Results.

Step 8: Where two or more candidates score exactly equal number of highest votes, the Returning Officer for the Federal Constituency election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;

Step 9: Announce loudly the votes scored by each Political Party;

Step 10: Sign, date and stamp the Form EC8D(II) and request the polling agents to countersign;

Step 11: Hand over the Electoral Operations copy (top copy) of Form EC8D(II) to the designated INEC Official

Step 12: Distribute copies of forms EC8D(II) to polling agents or candidates and the Police;

Step 13: Enter the score of each candidate into the declaration of result from EC8E(II) for the Federal Constituency (House of Representatives) and return as elected the candidate who scores the highest number of valid votes cast at the Federal Constituency (House of Representatives) election;

Step 14: Hand over the Electoral Operations copy (top copy) of Form EC8E(II) to the designated INEC Official;

Step 15: Distribute copies of form EC8E(II) to polling agents or candidates and the Police;

Step 16: Complete the PWD Status Form EC40H(IV) using EC40H(III); if applicable;

Step 17: Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.; and

Step 18: Submit to the Resident Electoral Commissioner the original copies of forms EC8D(II) and EC8E(II) together with other election materials.

NOTE 32: Over voting

- (a) Where an election is declared null and void in one or more Polling Units for over voting in line with Clause **40** of the INEC Regulations and Guidelines for ELECTIONS, 2022, another date shall be fixed for **supplementary election** in the affected Polling Units and returns for the affected constituencies shall not be made until polls are conducted in the affected Polling Units.
- (b) Where the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units where over voting occurred is less than the margin by which the leading candidate is ahead of the second candidate, indicating that the outcome of the election will not be affected by the supplementary election, the Returning Officer shall make a return and a declaration.
- (c) Where an election is postponed as a result of serious breach of the peace or natural disasters or other emergencies in line with Section 24 of the Electoral Act 2022, returns for the affected constituencies shall not be made until polls are conducted in the affected Polling Units.
- (d) However, where an election is postponed as a result of serious breach of the peace or natural disasters or other emergencies in line with Section 24 of the Electoral Act 2022 and it is ascertained that the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units affected by the postponement is less than the margin by which the leading candidate is ahead of the second candidate in the election, indicating that the result of the election will not be affected by the outcome of polls in the Polling Units affected by the postponement, the Returning Officer shall make a return for the election in the constituency.

POSTPONMENT OF ELECTION DUE TO NON-REPLACEMENT OF BVAS

- (a) Where an election is postponed in one or more Polling Units due to the non-replacement of malfunctioning BVAS in line with Section 47(3) of the Electoral Act 2022, a new election shall be scheduled within 24 hours and a return for the concerned constituency shall not be made until polls are conducted in the affected Polling Units.
- (b) However, where an election is postponed in one or more Polling Units due to the non-replacement of malfunctioning BVAS in line with Section 47(3) of the Electoral Act, 2022 and it is ascertained that the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units affected by the postponement is less than the margin by which the leading candidate is ahead of the second candidate in the election, indicating that the result of the election will not be affected by the outcome of polls in the Polling Units affected by the postponement, the Returning Officer shall make a return for the election in the constituency.

4.2.15 Collation of Governorship Election Results at LGA Level:

The Local Government Area/Area Council Collation Officer in charge of Collation of Governorship Election shall:

- Step 1:** Take delivery of all the original copies of Forms EC8B from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election including the Forms EC40(G) and EC40H(II), if any;
- Step 2:** Collate the results for the Governorship election by entering the votes in the original form EC8B into form EC8C, in figures and words;
- Step 3:** Add up the RA/Ward results to get the LGA summary;
- Step 4:** Crosscheck the totals and entries in EC8C with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy where applicable;
- Step 5:** Announce loudly the votes scored by each Political Party;
- Step 6:** Sign, date and stamp the Form EC8C and request the polling agents to countersign;
- Step 7:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs/Wards from Forms EC40G into Form EC40G(II);
- Step 8:** Hand over the Electoral Operation copy (top copy) of Form EC8C to the designated INEC official
- Step 9:** Distribute copies of the Form to the polling agents or candidates and the Police;
- Step 10:** Complete the PWD Status Form EC40H(III) using EC40H(II);
- Step 11:** Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) or RATECH
- Step 12:** Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission;
- Step 13:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre; and
- Step 14:** Submit the original copy of form EC8C to the Governorship Collation Officer at the State/FCT Collation Centre together with other materials and reports relating to the election, including forms EC40G(I) and EC40H(III), where applicable.

4.2.16 Final Collation and Declaration of Governorship Election Results at State Level:

The State Collation/Returning Officer for the Governorship shall:

- Step 1:** Take delivery of the original copies of form EC8C from the Local Government Area/Area Council Collation Officers together with other materials and reports relating to the election including form EC40G(I) and EC40H(III), where available;
- Step 2:** Collate the votes scored by each Political Party from forms EC8C into form EC8D by entering the votes scored in both words and figures in the spaces provided;
- Step 3:** Add up the LGA results to obtain the State summary;
- Step 4:** Crosscheck the totals of entries in form EC8D with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy where available;

- Step 5:** Transfer the total number of Collected PVCs of Polling Units, where elections were not held or cancelled from forms EC40G(I) into form EC40G(II), in respect of all LGAs;
- Step 6:** Compare the total number of voters on Form EC40G(II) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(II), proceed to enter the scores of the candidates in Form EC8E for the declaration of the Governorship Election Results.
- Step 8:** Announce loudly the votes scored by each political party;
- Step 9:** Sign, date and stamp the Form EC8D and request the polling agents or candidates to countersign;
- Step 10:** Handover the Electoral Operations copy (top copy) of Form EC8D to the Resident Electoral Commissioner;
- Step 11:** Distribute copies of form EC8D to Polling Agents and the Police;
- Step 12:** Complete Form EC8E, sign, date, stamp and declare the result of the Governorship election and return the candidate who:
- i. Has the majority of valid votes cast at the election; and
 - ii. Has not less than one-quarter of the valid votes cast at the election in each of at least two-thirds of all the LGAs in the State;
- Step 13:** Handover the Electoral Operations copy (top copy) of Form EC8E to the Resident Electoral Commissioner;
- Step 14:** Distribute copies of Form EC8E to Polling Agents or candidates of each political party in the election and the Police;
- Step 15:** Complete the PWD Status EC40H(IV), using the EC40H(III) where applicable;
- Step 16:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre; and
- Step 17:** Submit to the State Resident Electoral Commissioner the original copy of Form EC8D and the Declaration of Result Form (EC8E) together with other election materials including Forms EC40G(II) and EC40H(IV) where applicable.

4.2.14 Local Government Area Collation for State Constituency Election

The Local Government Area Collation Officer for a State Constituency (House of Assembly) election shall take the following steps:

- Step 1:** Take delivery of the original copies of Form EC8B(I) from RA/Ward Collation Officers together with other materials and reports relating to the election including Forms EC40G and EC40H(II), where applicable.
- Step 2:** Collate the results for the State Constituency (State House of Assembly) election by entering the votes in the original copies of Form EC8B(I) into Form EC8C(I) in words and figures in the space provided.
- Step 3:** Add up the RA/Ward results to obtain the LGA summary.
- Step 4:** Cross-check the totals of entries in Form EC8C(I) with the Collation Support and Results Verification System (CSRVS) Secretariat, for computational accuracy if applicable
- Step 5:** Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled for the respective RAs from Form EC40G into Form

EC40G(I) where applicable.

- Step 6:** Announce loudly the votes scored by each political party.
- Step 7:** Date, sign and stamp the forms and request the Polling Agents to countersign.
- Step 8:** Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official.
- Step 9:** Distribute duplicate copies of the form to the polling agents or candidates and the Police.
- Step 10:** Complete where applicable, the PWD status Form EC40H(III) using Form EC40H(II).
- Step 11:** Submit the original copies of Form EC8C(I) to the State Constituency (State House of Assembly) Collation/Returning Officer at the State Constituency Collation Centre together with other materials and reports relating to the election, including Forms EC40G(I) and EC40H(III).
- Step 12:** Complete the Publication of Result of Poll Poster; EC.60E and display it at the Collation Centre

4.2.15 Collation and Declaration of Election Results in State Constituency with one LGA:

The State Constituency Collation/Returning Officer in charge of State Constituency (House of Assembly) Election shall: -

- Step 1:** Take delivery of the original copies of forms EC8B(I) from RA/Ward Collation Officers together with other materials and reports relating to the election including Form EC40G and EC40H(II), where applicable;
- Step 2:** Collate the results for the State Constituency (State House of Assembly) election by entering the votes in the original copies of forms EC8B(I) into form EC8C(I) in words and figures in the space provided;
- Step 3:** Add up the RA/Ward results to obtain the LGA summary;
- Step 4:** Cross-check the totals of entries in Form EC8C(I) with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy, if applicable;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs from forms EC40G into Form EC40G(I), where applicable;
- Step 6:** Compare the total number of voters in Form EC40G(1) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(I), proceed to enter the scores of the candidates in Form EC8E(I) for the declaration of the State Constituency (State House of Assembly) Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled equal number of votes on a date fixed by the Commission;
- Step 9:** Announce loudly the votes scored by each Political Party;
- Step 10:** Date, sign and stamp the Form EC8C(I) and request the polling agents to countersign;

- Step 11:** Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official;
- Step 12:** Distribute duplicate copies of the Form EC8C(I) to the Polling Agents or candidates and the Police;
- Step 13:** Enter the score of each candidate into form EC8E(I) for the State Constituency (State House of Assembly) and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency (State House of Assembly) election;
- Step 14:** Hand over the Electoral Operations copy (top copy) of Form EC8E(I) to the designated INEC Official;
- Step 15:** Distribute copies of form EC8E(I) to polling agents or candidates and the Police;
- Step 16:** Complete where applicable, the PWD Status Form EC40H(III), using the EC40H(II);
- Step 17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.
- Step 18:** Submit the original copies of form EC8C(I) to the Electoral Officer (EO) at the State Constituency Collation Centre together with other materials and reports relating to the election, including form EC40G(I) and EC40H(III), where applicable

4.2.16 Collation of Election Results in State Constituency with more than one LGA at LGA Level:

The State Constituency (State House of Assembly) Collation/Returning Officer for the State Constituency (State House of Assembly) Election, comprising more than one LGA shall:

- Step 1:** Take delivery of the original copies of Forms EC8C(I) from the LGA Collation Officers together with other materials and reports relating to the election including Forms EC40G(I) and EC40H(III) where applicable;
- Step 2:** Collate the results of the State House of Assembly election by entering the votes in the original copies of forms EC8C(I) into Form EC8D(I) and enter the votes scored in both figures and words in the spaces provided;
- Step 3:** Add up the LGA results to obtain the State Constituency summary
- Step 4:** Cross-check the totals with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy, where applicable;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where election were not held or were cancelled for the respective LGAs from Forms EC40G(I) into Form EC40G(II);
- Step 6:** Compare the total number of voters in Form EC40G(II) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(II), proceed to enter the scores of the candidates in Form EC8E(I) for the declaration of the State Constituency (State House of Assembly) Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates

- who polled the equal number of votes on a date fixed by the Commission;
- Step 9:** Cross-check the entries in form EC8D(I) and announce loudly the votes scored by each Political Party;
- Step 10:** Sign, date and stamp the Form EC8D(I) and request the Polling Agents to countersign;
- Step 11:** Handover the Electoral Operations copy (top copy) of Form EC8D(I) to the designated INEC Official;
- Step 13:** Distribute copies of forms EC8D(I) to Polling Agents or candidates and the Police
- Step 14:** Enter the score of each candidate into Form EC8E(I) for the State House of Assembly and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency election;
- Step 15:** Distribute copies of forms EC8E(I) to Polling Agents or candidates and the Police;
- Step 16:** Complete where applicable, the PWD Form EC40H(IV), using the EC40H(III);
- Step 17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.
- Step 18:** Submit to the Electoral Officer the original copies of Forms EC8D(I) and Form EC8E(I), together with other election materials; and

4.2.17 Collation of Election Results in State Constituency with less than One LGA at State Constituency Level:

The State Constituency (State House of Assembly) Collation/Returning Officer for the State Constituency (State House of Assembly) Election comprising less than one LGA shall: -

- Step 1:** Take delivery of the original copies of forms EC8B(I) from the RA/Ward Collation Officers together with other materials and reports relating to the election including Form EC40G and EC40H(II), where applicable;
- Step 2:** Collate the results of the State House of Assembly election by entering the votes in the original copies of Forms EC8B(I) into Form EC8C(I) and enter the votes scored in both figures and words in the spaces provided;
- Step 3:** Add up the RA/Ward results to obtain the State Constituency summary;
- Step 4:** Cross-check the totals of entries with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy where applicable;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where elections were cancelled or were not held from Forms EC40G into Form EC40G(1);
- Step 6:** Compare the total number of voters in Form EC40G(I) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(I), proceed to enter the scores of the candidates in Form EC8E(I) for the declaration of the State Constituency (State House of Assembly) Election Results.
- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
- Step 9:** Cross-check the entries in Form EC8C(I) and announce loudly the votes scored by

each Political Party;

- Step 10:** Sign, date and stamp the Form EC8C(I) and request the Polling Agents to countersign;
- Step 11:** Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official;
- Step 12:** Distribute copies of Forms EC8C(I) to Polling Agents or candidates and the Police;
- Step 13:** Enter the score of each candidate into form EC8E(I) for the State House of Assembly and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency election;
- Step 14:** Distribute copies of form EC8E(I) to Polling Agents or candidates and the Police;
- Step 15:** Complete where applicable, the PWD Status Form EC40H(III), using the EC40H(II);
- Step 16:** Submit to the Electoral Officer the original copies of Forms EC8C(1) and Form EC8E(I), together with other Election materials including Form EC40G(I) and EC40H(III); and
- Step 17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre

NOTE 33:

Collation/Returning Officers should be at their Collation Centres by 1:00pm on Election Day, in order to set up the Centre.

4.2.18 Collation of Election Results in State Constituency with less than One LGA at State Constituency Level:

The Area Council Collation Officer in charge of FCT Constituency (House of Assembly) Election shall: -

- Step 1:** Take delivery of the original copies of forms EC8A(I) from RA/Ward Collation Officers together with other materials and reports relating to the election including Form EC40G and EC40H(II), where applicable;
- Step 2:** Collate the results for the FCT Constituency (State House of Assembly) election by entering the votes in the original copies of forms EC8A(I) into form EC8B(I) in words and figures in the space provided;
- Step 3:** Add up the RA/Ward results to obtain the Area Council summary;
- Step 4:** Cross-check the totals of entries in Form EC8B(I) with the Collation Support and Result Verification System (CSRVS) Secretariat;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units where elections were not held or were cancelled for the respective RAs from forms EC40G into Form EC40G(I), where applicable;
- Step 6:** Compare the total number of voters in Form EC40G(I) with the Margin of Lead between the two leading candidates;
- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(I), proceed to enter the scores of the candidates in Form EC8E(I) for the declaration of the FCT Constituency (State House of Assembly) Election Results.

- Step 8:** Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State/FCT Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled equal number of votes on a date fixed by the Commission;
- Step 9:** Announce loudly the votes scored by each Political Party;
- Step 10:** Date, sign and stamp the Form EC8B(I) and request the polling agents to countersign;
- Step 11:** Hand over the Electoral Operations copy (top copy) of Form EC8B(I) to the designated INEC Official;
- Step 12:** Distribute duplicate copies of the Form EC8B(I) to the Polling Agents or candidates and the Police;
- Step 13:** Enter the score of each candidate into form EC8E(I) for the FCT Constituency (State House of Assembly) and return as elected the candidate who scores the highest number of valid votes cast at the FCT Constituency (FCT House of Assembly) election;
- Step 14:** Hand over the Electoral Operations copy (top copy) of Form EC8E(I) to the designated INEC Official;
- Step 15:** Distribute copies of form EC8E(I) to polling agents or candidates and the Police;
- Step 16:** Complete where applicable, the PWD Status Form EC40H(III), using the EC40H(II);
- Step 17:** Submit the original copies of form EC8B(I) to the Electoral Officer (EO) at the FCT Constituency Collation Centre together with other materials and reports relating to the election, including form EC40G(I) and EC40H(III), where applicable
- Step 18:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

4.2.19 Final Collation and Declaration of FCT Chairmanship Election Results at FCT Level:

The FCT Collation/Returning Officer for the Chairmanship Election shall:

- Step 1:** Take delivery of the original copies of form EC8B from the Area Council Collation Officers together with other materials and reports relating to the election including form EC40G(I) and EC40H(III), where available;
- Step 2:** Collate the votes scored by each Political Party from forms EC8B into form EC8C by entering the votes scored in both words and figures in the spaces provided;
- Step 3:** Add up the Area Council results to obtain the Area Council summary;
- Step 4:** Crosscheck the totals of entries in form EC8C with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy where available;
- Step 5:** Transfer the total number of Collected PVCs of Polling Units, where elections were not held or cancelled from forms EC40G(I) into form EC40G(II), in respect of all Wards/RAs;
- Step 6:** Compare the total number of voters on Form EC40G(II) with the Margin of Lead between the two leading candidates;

- Step 7:** If the Margin of Lead is in excess of the figure recorded in Form EC40G(II), proceed to enter the scores of the candidates in Form EC8E for the declaration of the Chairmanship Election Results.
- Step 8:** Announce loudly the votes scored by each political party;
- Step 9:** Sign, date and stamp the Form EC8C and request the polling agents or candidates to countersign;
- Step 10:** Handover the Electoral Operations copy (top copy) of Form EC8C to the INEC Supervisor;
- Step 11:** Distribute copies of form EC8C to Polling Agents and the Police;
- Step 12:** Complete Form EC8E, sign, date, stamp and declare the result of the Chairmanship election and return the candidate who:
- iii. Has the majority of valid votes cast at the election; and
 - iv. Has not less than one-quarter of the valid votes cast at the election in each of at least two- thirds of all the Wards/RAs in the Area Council;
- Step13:** Handover the Electoral Operations copy (top copy) of Form EC8E to the INEC Supervisor
- Step 14:** Distribute copies of Form EC8E to Polling Agents or candidates of each political party in the election and the Police;
- Step15:** Complete the PWD Status EC40H(IV), using the EC40H(III) where applicable;
- Step16:** Submit to the State Resident Electoral Commissioner the original copies of Form EC8A, EC8B, EC8C and the Declaration of Result Form (EC8E) together with other election materials including Forms EC40G(II) and EC40H(IV) where applicable; and
- Step17:** Complete the Publication of Result of Poll Poster; EC60E and display it at the Collation Centre.

4.3.0 Management of the Margin of Lead Principle

4.3.1 Response Scenarios

In managing the Margin of Lead Principle, a number of practical and effective field responses and result management techniques have been found effective in minimizing the impact of the adverse implication of “number of PVC collected” as shown in Table 5 below:

Table 5: Response Scenarios for Management of Margin of Lead Principle

S/N	Adverse Factor	Required Response	Expected Outcome
1.	Non-deployment at PU by the Commission due to logistics challenges	Announce a fresh date of a supplementary election	Conduct of Supplementary election
2.	Wilful Obstruction and/or Resistance to deployment/distribution of materials	Credit affected PUs with Zero votes and shall not count in the application of the Margin of Lead Principles	Conclusion of Process
3.	Voter Resistance to use of BVAS or any electoral device as may be determined by the Commission	Credit affected PUs with Zero votes and shall not count in the application of the Margin of Lead Principles	Conclusion of Process
4.	The use of the BVAS is discontinued midway into the elections due to sustained malfunction and no replacement is available before 2:30pm or any extended period for voting approved by the Commission	A time for a supplementary election shall be announced	Conduct of Supplementary election
5.	Whenever Zero votes are entered or elections are rescheduled	Collation and Returning Officers shall ensure that the number of voters in the affected Polling Units are accounted for in compiling their results in order to prevent discrepancies in the figures for registered voters in the Register of Voters and the figures as collated	Conclusion of the process
6.	Violent disruption in a substantial number of PUs in a constituency before announcement of result	A fresh date for election in the affected Polling Units may be announced by the Commission, provided that further supplementary election may not hold in the case of persistent disruptions and violence.	Conduct of Supplementary Election
7.	Violent disruption after announcement of result, including destruction of ballot papers and result sheets	Regenerate the affected results from electronically transmitted results, or results from the IReV Portal or duplicate hardcopies, fill new replacement result sheets with the approval of the Resident Electoral Commissioner and proceed with collation of result	Conclusion of the process

8.	Snatching/Destruction of result forms enroute or at collation centres.	Regenerate the affected results from electronically transmitted results, or results from the IReV Portal or duplicate hardcopies, fill new replacement result sheets with the approval of the Resident Electoral Commissioner and proceed with collation of result	Conclusion of the process
9.	Where ballot materials are still available or remaining after disruption at any stage of the election.	Proceed with available materials and conclude that stage of the election.	Conclusion of the process
10	However, where ballot materials are inadequate, after disruption at any stage of the election.	A new date will be announced by the Commission to conclude the election	Conduct of Supplementary Election

4.4.0 Resumption of Result Collation Following a Disruption

The following Principles shall guide resumed collation of election results after a disruption:

- (a) As much as practicable, Collation and Returning Officers who have commenced collation of the results of an election shall continue with the collation when it resumes. However, the Commission shall appoint new COs and ROs if the former ones are not available or if in the determination of the Commission it has become necessary to replace them.
- (b) Voting takes place at Polling Units. Therefore, Forms, EC8A and EC60E are the building blocks for any collation of result.
- (c) All INEC staff (permanent and ad hoc) involved in the resumed collation of results shall conduct the process with openness and transparency.
- (d) In the course of collation of results, there shall be opportunity for all interests to be heard as far as they are not disruptive. However, the Commission and its designated officials, including Collation Officers (COs) and Returning Officers (ROs) shall have the final say in the collation of results.
- (e) The collation shall be conducted in an atmosphere of mutual respect among all participants. There shall be zero tolerance for disruptive behaviour and intemperate language, and all participants must act with decorum.
- (f) At every level of collation, where INEC copy of collated results from the immediate lower level of collation exists, it shall be adopted for collation.
- (g) Where INEC copy of collated results from the immediate lower level of collation does not exist, the Collation Officer shall ask for duplicates from the following bodies in the order below:
 - i. The Nigerian Police Force; and
 - ii. Agents of Political Parties.
- (h) When a duplicate result sheet is tendered for collation from sources other than INEC, it shall be compared with other duplicate copies available. A duplicate copy shall only be accepted for collation if:
 - i. Political parties accept it by consensus; or

- ii. A majority of political parties and the Collation Officer or Presiding Officer who first collated or recorded the result accept it as a true copy of the result in question.
- (i) Where no hardcopy of collated results is available, the results, where possible, shall be regenerated from the preceding level (Collation or Polling Unit) in accordance with Clause 93 of the INEC Regulations and Guidelines for Conduct of Election 2022.

4.5.0 Request for Leave to Comment or Raise Objection by Polling Agents

A Polling Agent may request leave from the Collation Officer (CO) or Returning Officer (RO), as applicable, to comment or raise objection on any issue during collation. The CO or RO shall rule on the merit of the comment or objection, provided that no comment or objection shall be allowed to disrupt the process of collation.

4.6.0 Cancellation of Results

Rejection, cancellation or voiding of any result shall be strictly in accordance with the Electoral Act 2022 and the INEC Regulations and Guidelines for Conduct of election 2022 and must be recorded in the appropriate Form EC40G.

4.7.0 Persons Allowed to be Present at Collation Centres

The following persons are allowed to be present at the Collation Centres, provided they are properly documented and issued the necessary identification badges:

- a. Collation and Returning Officers;
- b. INEC personnel;
- c. One Polling Agent per party or candidate. Candidates who choose to serve as their own agents should inform the Commission in good time for proper documentation and identification;
- d. Approved and designated security officials;
- e. Properly accredited election observers; and
- f. Properly accredited media persons/organizations.

4.8.0 Power of Returning or Collation Officer to Remove Persons from Collation Centre

The Returning Officer or Collation Officer shall have the power to request security officials to remove any person from the collation Centre who, in his/her determination, is acting in a disruptive manner. Such a person may also be granted reprieve subsequently if the RO or CO so determines.

4.9.0 Set-Up Procedure at the Collation Centre

The set-up of the Collation Centre is shown in Figure 37 below with the external and internal layout indicated. Due consideration should be given to inlets and emergency exits with safety in mind.

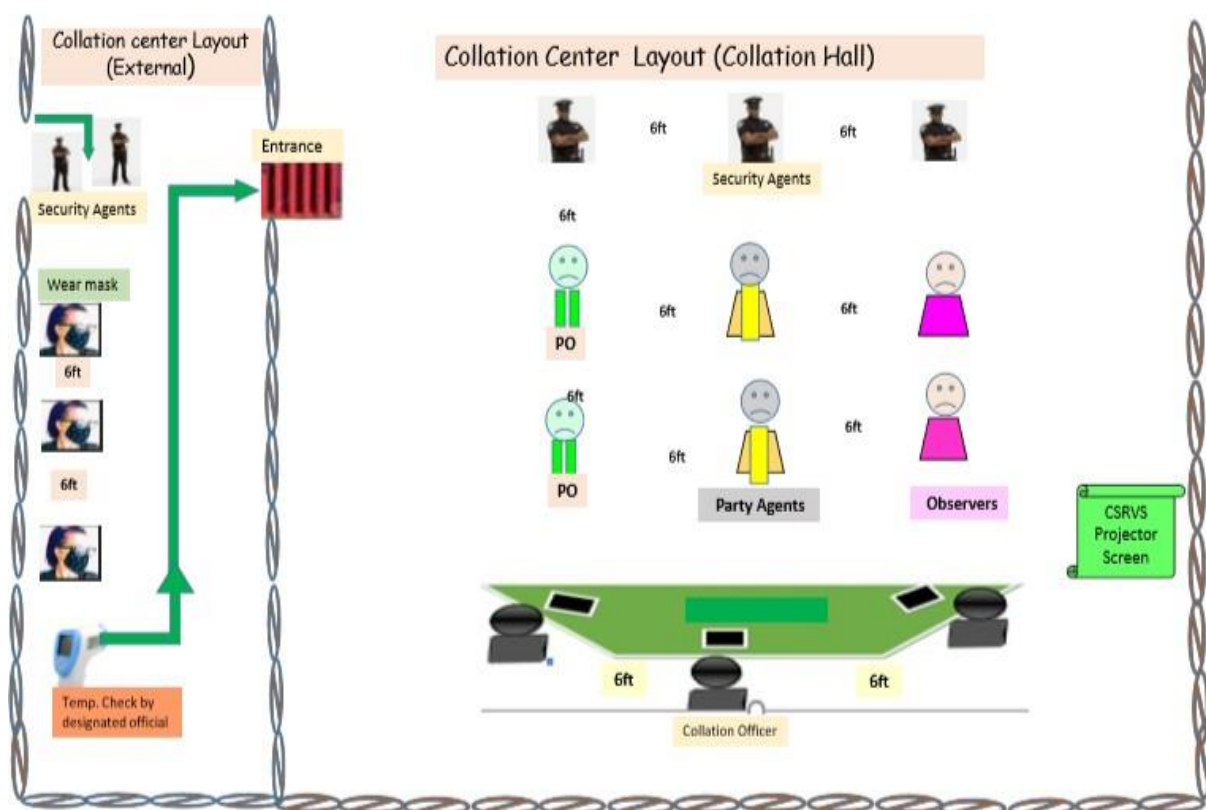
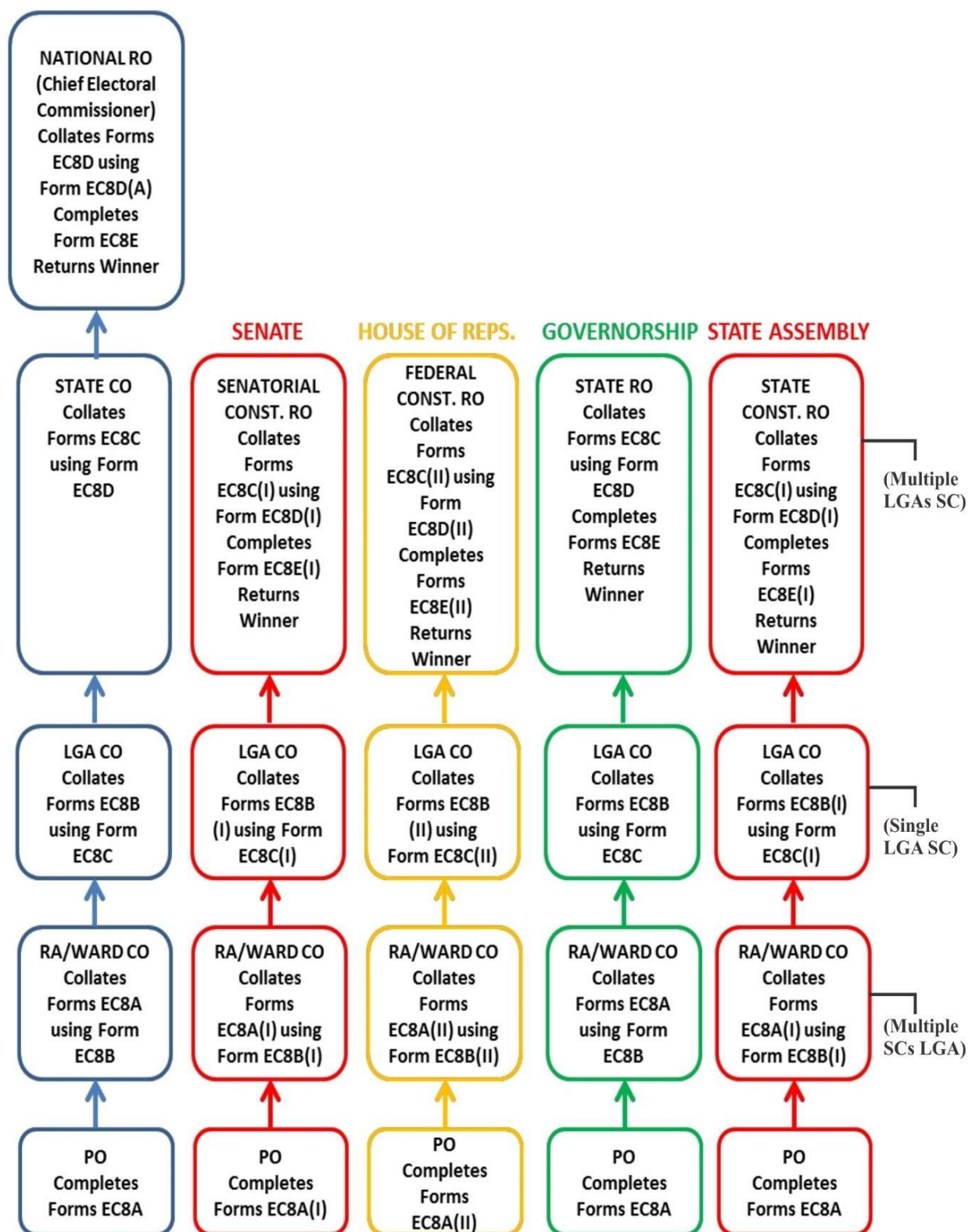


Figure 37: External and in-hall layouts of collation centre

4.10 Election Collation Flow Charts

PRESIDENTIAL



CHAPTER FIVE

5.0 MISCELLANEOUS

This section deals with special topics that could have significant impact on the electoral process, personnel or materials.

5.1 Conflict Prevention at the Polling Unit

Conflict at Election may manifest in a number of ways. Often it occurs during registration, candidate selection process, or election campaign on Election Day at the Polling Units as well as during collation and declaration of results. In this chapter we shall concentrate on conflict at the Polling Unit.

Election Officials can prevent election conflict by strict adherence to the procedure contained in this manual. Election Officials should ensure that the environment at the Polling Unit remains peaceful and that election process proceeds in an orderly manner.

Attempts should be made by Poll Officials to prevent conflict degenerating into violence. Poll Officials need to be courageous in performing their duties even in difficult circumstances. Security agents should be used when necessary, and Poll Officials should avoid putting themselves in danger on Election Day (Refer to professional ethics).

NOTE 34:

The Electoral Alternative Dispute Resolution (EADR) is a mechanism for preventing and resolving conflict during election, it offers on the spot mediation, geared towards building measures that improves the credibility of the electoral process.

The following **Table 6 below** indicate the types of conflict that may arise at the Polling Unit. This is intended to assist the Presiding Officer and other Election Officials to anticipate some potential conflict areas and prevent them using EADR mechanisms.

Table 6: Conflict Resolution Mechanism

SN	POSSIBLE CAUSES OF DISPUTES	PARTIES INVOLVED	POSSIBLE CONSEQUENCES	POSSIBLE SOLUTIONS
1	Electoral Materials			
a	Delay in arrival of Election materials on election day Inadequate election materials e.g. ballot papers etc.	Election Officials/Security Personnel	Polling Unit not opening at an appropriate time, Voting is interrupted or when ballots are exhausted.	Explain situation to all present. Contact the SPO or INEC to obtain the materials. Check materials to ensure sufficient ballot papers equal to the number of registered voters are issued
b	Election materials are stolen/snatched		Voting can be disrupted or discontinued.	Involve the Security Agents. Inform INEC
2	Voting and Voters			
a	Voters complain about delays and long queues	Polling Agents/Voters	Voters disrupt polling.	Listen carefully to the voters. Review set-up to see if process can be sped up. Explain to voters that all eligible voters in the queue will be allowed to vote. Advise the security agents to be aware of their responsibilities.
b	Election Officials are accused of improper conduct.	Election Officials Polling Agents/Voters Observers	Disruption of voting.	Listen carefully to the accusations Investigate– refer to the list of election offences contained in this manual. If the accusations are not valid, explain that proper procedures have been followed – referring to this manual as necessary guide If the accusations are valid complete the appropriate Form EC40E and hand it over to the security agent for further action.

SN	POSSIBLE CAUSES OF DISPUTES	PARTIES INVOLVED	POSSIBLE CONSEQUENCES	POSSIBLE SOLUTIONS
c	Voter's name does not appear in the voters register but the voter has a voter's card	Voters	Disruption of voting	Check that the voter is at the right Polling Unit where he/she registered. If not, send voter to proper Polling Unit. If voter's name is not on register, he/she cannot vote and must be politely sent away.
d	Voter has no voter's card	Voters	Disruption of voting	Explain politely that the voter shall not be allowed to vote.
3 Polling Agents and Parties				
a	Campaigning is conducted in or near the Polling Unit.	Parties/ Candidates	Disruption of voting	Investigate - refer to the list of of fences
b	Polling Agents interfere with the voting process	Polling Agents/Voters	People are unable to mark their ballot papers in secret.	Remind the Polling Agents of their role. If necessary request the security agent to remove the Polling Agent.
c	Polling Agents do not appear to be properly informed of their role and responsibilities.	Polling Agents	Interference in the process Disruption of voting	Educate the Polling Agents about their role. Inform them of Election Day
4 Security Agents				
a	Security agents are accused of favouring a particular party and/or interfering with the voting process and/or acting with undue force.	Security Agents Polling Agents Voters	Interference in the Process Disruption of voting	Investigate to determine validity of accusation. If accusation is valid, the PO should contact INEC for assistance.
5 Counting process				
a	Polling Agents and voters complain about the length of time needed to sort and count the ballots.	Polling Agents Voters	Further delay of the counting process Disruption of	Organize the polling unit to allow the orderly sorting and counting of ballots. Explain the process to those

			the counting process.	present. Announce the results and distribute the results forms as soon as counting is completed and verified.
b	Problems with rejected ballots.	Polling Agents	Disruption of the counting process. Polling agents do not accept the results.	Using the manual as necessary, explain to the agent's criteria for rejecting a ballot and their right to object.
c	Problems with tabulation of results	Polling Agents	Disruption of, the counting process.	Check to ensure the correct recording of the number of ballot papers issued to the polling unit, as well as used and unused ballot papers. Explain the process to agents and voters present If problem still exists with the calculation, submit a report to the RA (Ward) Collation Officer.
			Polling Agents do not accept the results.	

5.2 ELECTORAL OFFENCES AND PENALTIES

Table 7 below contain the list of various electoral offences and the corresponding sanctions and perpetrators as provided in the indicated Section of the Electoral Act 2022.

Table 7: List of electoral offences and corresponding penalties

S/N	APPLICABLE SECTIONS OF THE ELECTORAL ACT, 2022	OFFENCES	SANCTIONS	PERPETRATORS
	Section 8(5)	Section 8(5) A person who, being a member of a political party, misrepresents himself by not disclosing his membership, affiliation, or connection to any political party in order to secure an appointment with	Section 8 (5) A fine of N5,000,000 or imprisonment for a term not more than two years or both.'	Staff of the Commission

		the Commission in any capacity, commits an offence.		
2	Section 12	S.12(2) Registering in more than one registration centre or registering more than once in the same registration centre.	S.12(3) A fine not more than ₦100,000 or imprisonment for a term not more than one year or both.	Registered Voters
3	Section 16	S.16(2) Holding more than one valid Voter's card	S.16(3) A fine not more than N500,000 or imprisonment for a term not more than one year or both.	Registered Voters
4	Section 18	S.18(3) Issuance of a replacement permanent voter's card to any voter less than 90 days before polling day.	S.18(5) A fine not more than ₦200,000 or imprisonment for a term not more than two years or both.	Resident Electoral Commissioners/ Electoral Officers
5	Section 19	S.19(1) failure to display or publish the voters' register	S.19(5) A fine of N100,000.00 or imprisonment for a term of six months or both.	Resident Electoral Commissioners/ Electoral Officers
6	Section 22	S. 22(a)(b)(c) (a) unlawful possession of any voter's card whether issued in the name of any voter or not; or (b) sells or attempts to sell or offers to sell any voter's card whether issued in the name of any voter or not; or (c) buys or offers to buy any voters' card whether on his own behalf or on behalf of any other person,	S.22(c) A fine not more than ₦500,000 or imprisonment not more than two years or both.	Any Person
7	Section 23	S.23(a)(b)(c)(d) and (e) (a) after demand or requisition made of him or her under this Act without just cause, fails to give any such information as he or she possesses or does not give the information within the time specified; (b) in the name of any other person, whether living, dead	S.23(e) A fine not more than N100,000 or imprisonment for a term not more than one year or both.	Any person

		<p>or fictitious, signs an application form for registration as a voter to have that other person registered as a voter;</p> <p>(c) transmits or is involved in transmitting to any person as genuine a declaration relating to registration which is false in any material particular, knowing it to be false;</p> <p>(d) intentionally procures the inclusion in the Register of Voters of his or herself or any other person with the knowledge that he or she or that other person ought not to have been registered; or</p> <p>(e) by his or herself or any other person procures the registration of a fictitious person</p>		
8	Section 26	S.26 (1) Failure to affirm or swear to an oath of loyalty and neutrality	S.26(2) punishable under section 120 (dereliction of duty)	Election Officials
9	Section 29	S.29(8) Presenting to the Commission the name of a candidate who does not meet the qualification stipulated in this section.	S.29(8) A fine of ₦10,000,000.	
10	Section 30	S. 30(2) Prohibition of Double Nomination to the same office	S.30(3) A fine not more than ₦100,000 or imprisonment for a term of three months or both, but his or her action shall not invalidate the nomination.	Political parties
11	Section 57	S.57(1) Impersonating another in obtaining a ballot paper	Shall be arrested and prosecuted for an offence of impersonation	Any person
12	Section 60	S.60(1-5) (1) The Presiding officer shall, after counting the votes at the polling unit, enter the votes scored by each candidate in a form to be prescribed by the	S.60(5) A fine not more than N500,000 or imprisonment for a term of at least six months	Presiding Officer

		<p>Commission as the case may be.</p> <p>(2) The form shall be signed and stamped by the presiding officer and counter signed by the candidates or their polling agents where available at the polling unit.</p> <p>(3) The presiding officer shall give to the polling agents and the police officer where available a copy each of the completed forms after it has been duly signed as provided under subsection (2).</p> <p>(4) The presiding officer shall count and announce the result at the polling unit.</p> <p>(5) The presiding officer shall transfer the results including total number of accredited voters and the results of the ballot in a manner as prescribed by the Commission.</p> <p>(6) A presiding officer who wilfully contravenes any provision of this section commits an offence.</p>		
13	Section 64	S.64(9) Intentionally collates or announces a false result.	S.64(9) A fine of N5,000,000 or imprisonment for a term of at least three years or both.	Collation Officer/Returning Officer
14	Section 73	S. 73(3) A Presiding officer who intentionally announces or signs any election result in violation of subsection (2) commits an offence.	S.73(3) A fine of N10,000,000 or imprisonment for a term of at least one year or both.	Presiding Officer
15	Section 74	S. 74(1) Wilful failure to provide Certified True Copies (CTC) of any electoral document to parties in election petition within 14 days after an application has been made.	A maximum fine of N2,000,000 or imprisonment for a term of 12 months or both.	Resident Electoral Commissioner (REC)

16	Section 75	S. 75 (5) An association, its executive member or principal officers who in Registering a political party gives false or misleading information, commit an offence.	S. 75(5) (a) the association to a fine of N5,000,000; and (b) each executive or principal officer of the association to a fine of N3,000,000 or imprisonment for a term of at least two years or both.	An Association/Principal Officers of the Association
17	Section 78(1)	S.78(1) Any association that retains, organises, trains or equips any person or group of persons for the purpose of enabling them to be employed for the use or display of physical force or coercion in promoting any political objective or interest or in such manner as to arouse reasonable apprehension that they are organised and trained or equipped for that purpose contrary to section 227 of the Constitution of Federal Republic of Nigeria 1999 (as amended)	S.78(1) (a) N5,000,000 for the first offence; (b) N7,000,000 for any subsequent offence; and (c) N500,000 for every day that the offence continues.	Political parties/Association
18	Section 78(2)	S.78(2) Any person or group of persons who aids or abets a political party in contravening the provisions of section 227 of the Constitution of Federal Republic of Nigeria 1999 (as amended) commits an offence.	S.78 (2)(a)(b) A fine of N5,000,000 or imprisonment for a term of five years or both.	Any Person/Group of persons.
19	Section 83	S,83(4) Failure to provide to the Commission any information or clarification to the which may be contrary to the provisions of the Constitution or any other law, guidelines, rules or regulations made pursuant to an Act of the National Assembly.	S.83(4) A fine not more than N1,000,000.	Political parties
20	Section 85(a)(b)	S.85(a)(b) a) Holds or possesses any fund outside Nigeria in contravention of section 225 (3) (a) of the Constitution of	S.85(a) (b) a fine of at least N5,000,000;	Political Party

		Federal Republic of Nigeria 1999 (as amended), commits an offence Or b) retains any fund or other asset remitted to it from outside Nigeria in contravention of section 225 (3) (a) of the Constitution is commits an offence and shall on conviction forfeit the funds or assets to the Commission and in addition may be liable to a fine of at least N5,000,000.		
21	Section 86	S.86(1) Failure to submit to the Commission a detailed annual statement of assets and liabilities and analysis of its sources of funds and other assets, together with statement of its expenditure including hard and soft copy of its list of members or in such a form as the Commission may require.	S.86(2) A fine of N1,000,000 or imprisonment for a term of six months or both.	Any official of the political party.
22	Section 87	S.87(2) Exceeding the contribution limits placed by the Commission on the amount of money or other assets which an individual can contribute to a political party or candidate.	S.87(2) (a) in case of a political party, a fine not more than N10,000,000 and forfeiture of the amount donated; and (b) in case of an individual, a fine of five times the amount donated in excess of the limit placed by the Commission	Any individual, candidate or political party
23	Section 88	S.88(2-7) Knowingly exceeding the limitation on election expenses. 2.The maximum election expenses to be incurred by a candidate at a presidential election shall not exceed N5,000,000,000. (3) The maximum amount of election expenses to be incurred by a candidate in respect of governorship election shall not exceed N1,000,000,000.	S.88(9-11) (9) A candidate who knowingly acts in contravention of this section, commits an offence and is liable on conviction to a fine of 1% of the amount permitted as the limit of campaign expenditure under this Act or	Political party, Candidates and any other person

		<p>(4) The maximum amount of election expenses to be incurred by a candidate in respect of Senatorial and House of Representatives seat shall not exceed N100,000,000 and N70,000,000 respectively.</p> <p>(5) In the case of State Assembly election, the maximum amount of election expenses to be incurred by a candidate shall not exceed N30,000,000.</p> <p>(6) In the case of a Chairmanship election to an Area Council, the maximum amount of election expenses to be incurred by a candidate shall not exceed N30,000,000.</p> <p>(7) In the case of Councillorship election to an Area Council, the maximum amount of election expenses to be incurred by a candidate shall not exceed N5,000,000.</p> <p>(8) No individual or other entity shall donate to a candidate more than N50,000,000.</p>	<p>imprisonment for a term not more than 12 months or both.</p> <p>(10) Any individual who knowingly acts in contravention of subsection (9) is liable on conviction to a maximum fine of N500,000 or imprisonment for a term of nine months or both.</p> <p>(11) An accountant who falsifies, or conspires or aids a candidate to forge or falsify a document relating to his expenditure at an election or receipt or donation for the election or in any way aids and abets the contravention of the provisions of this section commits an offence and is liable on conviction to a fine of N3,000,000 or imprisonment for a term of three years or both.</p>	
24	Section 89	<p>S.89(3) Failure to submit election expenses to the Commission in a separate audited return within six months after the election</p> <p>S.89(7)</p>	<p>S.89(4) a maximum fine of N1,000,000 and in the case of failure to submit an accurate audited return within the stipulated period, the court may impose a maximum penalty of N200,000.00 per day on any party for the period after the return was due until it is submitted to the Commission.</p>	Political party

		incurring election expenses beyond the limitation set by the Commission in consultation with political parties.	A maximum fine of N1,000,000 and forfeiture to the Commission, of the amount by which the expenses exceed the limit set by the Commission.	
25	Section 92	<p>S.92 Running a campaign in any derogatory manner.</p> <p>Any person or group of persons who aids or abets a political party, an aspirant or a candidate in contravening the provisions of subsection (5), commits an offence.</p>	<p>S.92(7) (a) in the case of an aspirant or candidate, to a maximum fine of N1,000,000 or imprisonment for a term of 12 months; and (b) in the case of a political party, to a fine of N2,000,000 in the first instance, and N1,000,000 for any subsequent offence.</p> <p>S.92(8) A fine of N500,000 or imprisonment for a term of three years or both.</p>	<p>An aspirant or candidate/ political party.</p> <p>Any person or group of persons</p>
26	Section 93	<p>S.93 Directly or indirectly using force or violence during a political campaign</p>	<p>(a) in the case of a candidate, aspirant, or person or group of persons, to a maximum fine of N1,000,000 or imprisonment for a term of 12 months; and (b) in the case of a political party, to a fine of N2,000,000 in the first instance, and N500,000 for any subsequent offence.</p>	<p>Candidates, Aspirants, or persons or group of persons.</p> <p>Political party.</p>

27	Section 94	S.94(1) Failure to comply with the limitation on political broadcast and campaign by political parties.	S.94(2b) maximum fine of N500,000	
28	Section 95	S.95(6) Failure of public media to allocate equal media time among political parties or candidates at similar ours of the day subject to the payment of appropriate.	S.95(6) (a) a public media, to a fine of N2,000,000 in the first instance and N5,000,000 for subsequent conviction; and (b) principal officers and other officers of the media house, to a fine of N1,000,000 or imprisonment for a term of six months.	Public Media/Principal Officers and other officers of the Media house.
29	Section 96	S.96(2) Prohibition of broadcast, 24 hours preceding or on polling day.	S.96(3) (a) in the case of a body corporate to a maximum fine of N1,000,000; and (b) in the case of an individual to a maximum fine of N1,000,000 or to imprisonment for a term of six months or both.	Principal officer of the Corporate body
30	Section 97	S. 97(1) Prohibition of campaign based on religion or tribe.	S.97(1) (a) to a maximum fine of N1,000,000 or imprisonment for a term of 12 months or both; and (b) in the case of political party to a maximum fine of N10,000,000.	Political parties/Candidates or any person or any association.
31	Section 114	S. 114. A person who — (a) without authority, destroys, mutilates, defaces or remove or makes any alteration in any notice or document required for the purpose of registration under this Act; (b) presents his or herself to be or does any act whereby he or she is by whatever name or	S.114(1)(h) A maximum fine of ₦1,000,000 or to imprisonment for a term of 12 months or both.	Any person/ permanent and Ad hoc Staff of INEC

		<p>description howsoever, included in the register of voters for a constituency in which he or she is not entitled to be registered or causes his or herself to be registered in more than one registration or revision centre;</p> <p>(c) publishes any statement or report which he or she knows to be false or does not believe to be true so as to prevent persons who are qualified to register from registering as voters;</p> <p>(d) makes in any record, register or document which he or she is required to prepare, publish or keep for the purpose of registration, any entry or statement which he or she knows to be false or does not believe to be true;</p> <p>(e) impedes or obstructs a registration officer or a revision officer in the performance of his or her duties;</p> <p>(f) without proper authority, wears the identification of a registration officer or assistant registration officer or wears any other identification purporting to be the identification of a registration officer or assistant registration officer;</p> <p>(g) forges a registration card; or</p> <p>(h) carries out registration or revision of voters at a centre or place not designated by the Commission, commits an offence.</p>		
32	Section 115	<p>S.115</p> <p>(1) A person who —</p> <p>(a) forges any nomination paper or result form,</p> <p>(b) wilfully defaces or destroys any nomination paper or result form,</p> <p>(c) delivers to an electoral officer any nomination paper or result form knowing it to be forged,</p>	<p>S.115(1)(k)</p> <p>A maximum term of imprisonment for two years.</p>	Any person/ permanent and Ad hoc Staff of INEC

		<p>(d) signs a nomination paper or result form as a candidate in more than one constituency at the same election,</p> <p>(e) forges any ballot paper or official mark on any ballot paper or any certificate of return or result form,</p> <p>(f) wilfully destroys any ballot paper or official mark on any ballot paper or any certificate of return or result form,</p> <p>(g) without authority gives a ballot paper or result form to any person,</p> <p>(h) wilfully places in any ballot box any unauthorised paper or result form,</p> <p>(i) wilfully removes from a polling station any ballot paper or result form whether or not the ballot paper or result form was issued to him or her in that polling station;</p> <p>(j) without authority destroys or in any other manner interferes with a ballot box or its contents or any ballot paper or result form then in use or likely to be used for the purpose of an election,</p> <p>(k) signs a nomination paper consenting to be a candidate at an election knowing that he or she is ineligible to be a candidate at that election, commits an offence</p> <p>(2) A person who —</p> <p>(a) without proper authority prints a ballot paper or what purports to be or is capable of being used as a ballot paper or result form at an election,</p> <p>(b) being authorised by the Commission to print ballot papers or result form, prints more than the number or quantity the Commission authorised,</p> <p>(c) without authority, is found in possession of a ballot paper</p>		
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		<p>or result form when he or she is not in the process of voting and at a time when the election for which the ballot paper or result form is intended, is not yet completed,</p> <p>(d) manufactures, constructs, imports into Nigeria, has in his or her possession, supplies to any election official or uses for the purpose of an election, or causes to be manufactured, constructed or imported into Nigeria, supplies to any election official for use for the purpose of any election, any ballot box including any compartment, appliance, voting device or mechanism or by which a ballot paper or result form may or could be secretly placed or stored in, or having been deposited during polling may be secretly diverted, misplaced or manipulated, commits an offence.</p>	<p>S.115(2)(d)</p> <p>A maximum fine of ₦50,000,000 or imprisonment for a term not less than 10 years or both.</p>	
33	Section 116	<p>S.116</p> <p>Any person who, at a political meeting —</p> <p>(a) acts or incites another to act in a disorderly manner for the purpose of preventing the transaction of the business for which the meeting was convened, or</p> <p>(b) has in his possession an offensive weapon or missiles, commits an offence.</p>	<p>S.116</p> <p>A maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p>	Any person
34	Section 117	<p>S.117</p> <p>Any person who —</p> <p>(a) being entitled to a voter's card, gives it to some other person for use at an election other than an officer appointed and acting in the course of his or her duty under this Act,</p> <p>(b) not being an officer acting in the course of his or her duty under this Act, receives any voters card in the name of some other person or persons for use</p>	<p>S.117</p> <p>A maximum fine of ₦1,000,000 or imprisonment for a term of 12 months or both.</p>	Registered Voters/any person.

		<p>at an election uses it fraudulently,</p> <p>(c) without lawful excuse has in his possession more than one voter card, or</p> <p>(d) buys, sells, procures or deals, with a voter's card otherwise than as provided in this Act, commits an offence.</p>		
35	Section 118	<p>S.118</p> <p>(1) No person shall provide for the purpose of conveying any other person to a registration office or to a polling unit any government vehicle or boat, or any vehicle or boat belonging to a public corporation except in respect of a person who is ordinarily entitled to use such vehicle or boat and in emergency in respect of an electoral officer.</p>	A maximum fine of ₦500,000 or imprisonment for a term of six months or both.	Any person
36	Section 119	<p>S.119</p> <p>(1) Any person who —</p> <p>(a) applies to be included in any list of voters in the name of some other person, whether such name is that of a person living or dead or of a fictitious person,</p> <p>(b) having once to his or her knowledge been improperly included in a list of voters under this Act as a voter entitled to vote at any election, applies, except as authorised by this Act, to be included in any other list of voters prepared for any constituency as a voter at an election,</p> <p>(c) applies for a ballot paper in the name of some other person, whether such name is that of a person living or dead or of a fictitious person;</p> <p>(d) having voted once at an election applies at the same election for another ballot paper,</p> <p>(e) votes or attempts to vote at an election knowing that he or</p>	A maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.	Any person

		<p>she is not qualified to vote at the election, or</p> <p>(f) induces or procures any other person to vote at an election knowing that such other person is not qualified to vote at the election, commits an offence.</p> <p>(2) Any person who commits the offence of impersonation or who aids, abets, counsels or procures the commission of that offence.</p>	<p>a maximum fine of ₦500,000 or imprisonment for a term of 12 months or both</p>	
37	Section 120	<p>S. 120</p> <p>(1) Any officer appointed for the purposes of this Act, who without lawful excuse commits any act or omits to act in breach of his or her official duty commits an offence.</p> <p>(2) Any polling official who fails to report promptly at his or her polling unit on an election day without lawful excuse commits an offence of dereliction of duty.</p> <p>(3) Any polling agent, political party or party agent who conspires to make false declaration of result of an election commits an offence.</p> <p>(4) Any person who announces or publishes an election result knowing same to be false or which is at variance with the signed certificate of return commits an offence.</p> <p>(5) Any returning officer or collation officer who delivers or causes to be delivered a false certificate of return</p>	<p>A maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p> <p>A maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p> <p>A maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p> <p>Imprisonment for a term of 36 months.</p> <p>Imprisonment for a maximum term of three years without an option of fine.</p>	Any person

		<p>knowing same to be false, commits an offence.</p> <p>(6) Any person who delivers or causes to be delivered a false certificate of return knowing same to be false to any news media commits an offence.</p>	<p>Imprisonment for a term of three years.</p>	
38	Section 121	<p>(1) Any person who does any of the following —</p> <p>(a) directly or indirectly, by his or herself or by any other person on his or her behalf, corruptly makes any gift, loan, offer, promise, procurement or agreement to or for any person, in order to induce such person to procure or to endeavour to procure the return of any person as a member of a legislative house or to an elective office or the vote of any voter at any election;</p> <p>(b) upon or in consequence of any gift, loan, offer, promise, procurement or agreement corruptly procures, or engages or promises or endeavours to procure, the return of any person as a member of a legislative house or to an elective office or the vote of any voter at any election;</p> <p>(c) advances or pays or causes to be paid any money to or for the use of any other person, with the intent that such money or any part thereof shall be expended in bribery at any election, or who knowingly pays or causes to be paid any money to any person in discharge or repayment of any money wholly or in part expended in bribery at any election;</p> <p>(d) after any election directly, or indirectly, by his or herself, or by any other person on his or her behalf receives any money or valuable consideration on account of any person having</p>	<p>a maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p>	<p>Any person</p>

		<p>voted or refrained from voting, or having induced any other person to vote or refrain from voting or having induced any candidate to refrain from canvassing for votes for his or herself at any such election, commits an offence.</p> <p>(2) A voter commits an offence of bribery where before or during an election directly or indirectly by his or herself or by any other person on his or her behalf, receives, agrees or contracts for any money, gift, loan, or valuable consideration, office, place or employment, for his or herself, or for any other person, for voting or agreeing to vote or for refraining or agreeing to refrain from voting at any such election.</p>	<p>Any person who commits the offence of bribery is liable on conviction to a maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.</p> <p>(5) Any person who conspires, aids or abets any other person to commit any of the offences under this Part of this Act commits the same offence and is liable to the same punishment.</p>	
39	Section 122	S.122(1) Failure to maintain the requirement of secrecy in voting.	S.122 (4) A maximum fine of ₦100,000 or imprisonment for a term of three months or both.	Any person
40	Section 123	<p>Any person who —</p> <p>(a) votes at an election or induces or procures any person to vote at an election, knowing that he or she or such person is prohibited from voting at the election;</p> <p>(b) before or during an election, publishes any statement of the withdrawal of a candidate at such election knowing it to be false or reckless as to its truth or falsity; or</p> <p>(c) before or during an election publishes any statement as to the personal character or conduct of a candidate</p>	A maximum fine of ₦100,000 or imprisonment for a term of six months or both.	Any person

		calculated to prejudice the chance of election of the candidate or to promote or procure the election of another candidate and such statement is false and was published without reasonable grounds for belief by the person publishing it that the statement is true, commits an offence.		
41	Section 124	<p>(1) Any person who knowingly votes or attempts to vote in a constituency in respect of which his or her name is not on the register of voters commits an offence</p> <p>(2) Any person who knowingly brings into a polling unit during an election a voter's card issued to another person commits an offence.</p>	<p>A maximum fine of ₦100,000 or imprisonment for a term of six months or both.</p> <p>A fine of ₦100,000 or imprisonment for a term of six months or both</p>	Any person
42	Section 125	Any person who at an election act or incites others to act in a disorderly manner commits an offence.	a maximum fine of ₦500,000 or imprisonment for a term of 12 months or both.	Any person
43	Section 126	<p>(1) No person shall do any of the following acts or things in a polling unit or within a distance of 300 metres of a polling unit on the date on which an election is held —</p> <p>(a) canvass for votes;</p> <p>(b) solicit for the vote of any voter;</p> <p>(c) persuade any voter not to vote for any particular candidate;</p> <p>(d) persuade any voter not to vote at the election;</p> <p>(e) shout slogans concerning the election;</p> <p>(f) be in possession of any offensive weapon or wear any dress or have any facial or other decoration which in any event is calculated to intimidate voters;</p> <p>(g) exhibit, wear or tender any notice, symbol, photograph or</p>	a fine of ₦100,000 or imprisonment for a term of six months for every such offence.	Any person

		<p>party card referring to the election;</p> <p>(h) use any vehicle bearing the colour or symbol of a political party by any means whatsoever;</p> <p>(i) loiter without lawful excuse after voting or after being refused to vote;</p> <p>(j) snatch or destroy any election materials; and</p> <p>(k) blare siren.</p> <p>(2) No person shall within the vicinity of a polling unit or collation centre on the day of which an election is held —</p> <p>(a) convene, hold or attend any public meetings during the hours of poll as may be prescribed by the Commission;</p> <p>(b) unless appointed under this Act to make official announcements, operate any megaphone, amplifier or public address apparatus; or</p> <p>(c) wear or carry any badge, poster, banner, flag or symbol relating to a political party or to the election.</p> <p>(3) A person who contravenes any of the provisions of this section commits an offence.</p> <p>(4) Any person who snatches or destroys any election material or any election device commits an offence.</p>	Imprisonment for a term of 24 months.	
44	Section 127	<p>A person who —</p> <p>(a) corruptly by his or herself or by any other person at any time after the date of an election has been announced, directly or indirectly gives or provides or pays money to or for any person for the purpose of corruptly influencing that person or any other person to vote or refrain from voting at such election, or on account of such person or any other person having voted</p>	a fine of ₦100,000 or imprisonment for a term of 12 months or both.	Any person

		or refrained from voting at such election; or (b) being a voter, corruptly accepts or takes money or any other inducement during any of the period stated in paragraph (a), commits an offence.		
45	Section 128	A person who — (a) directly or indirectly, by his or herself or by another person on his or her behalf, makes use of or threatens to make use of any force, violence or restrain; (b) inflicts or threatens to inflict by his or herself or by any other person, any minor or serious injury, damage, harm or loss on or against a person in order to induce or compel that person to vote or refrain from voting, or on account of such person having voted or refrained from voting; Threatening. Page 61 of 119 House of Reps. (c) by abduction, duress, or a fraudulent device or contrivance, impedes or prevents the free use of the vote by a voter or thereby compels, induces, or prevails on a voter to give or refrain from giving his vote; or (d) prevents any political aspirant from free use of the media, designated vehicles, mobilization of political support and campaign at an election, commits an offence.	A fine of ₦1,000,000 or imprisonment for a term of three years	Any person

5.3.0 Personal Liability

- (a) Considering the critical role of Collation and Returning Officers in the electoral process, they are personally liable to abide by obligations imposed on them by the Electoral Act 2022, INEC Regulations and Guidelines for the Conduct of Elections 2022, and other policies and rules of the Commission. These obligations include, but not limited to, the following;
- (b) Any Returning Officer or Collation Officer who delivers or causes to be delivered a false certificate of return knowing same to be false, commits an offence and is liable on

- conviction to imprisonment for a maximum term of three years without an option of fine;
- (c) Collation and Returning Officers as appointees of the Commission, shall abide by the oath of loyalty and neutrality for Election Officials, as provided in Section 26(1) of the Electoral Act 2022, and act in accordance with Clause 46 of the Regulations and Guidelines of the Commission;
- (d) No personal staff or assistant of a Collation or Returning Officer appointed by the Commission, is allowed into the Ward, LGA, Constituency or State Collation Centres. A Collation or Returning Officer requiring any assistance with his or her duties shall make a request to the Chairman of the Commission and the Commission shall provide such assistance;
- (e) Collation and Returning Officers are not allowed to make or receive telephone calls during collation;
- (f) It shall be the responsibility of Collation and Returning Officers to maintain and aid in maintaining the secrecy of the voting;
- (g) It shall be the responsibility of Collation and Returning Officers to ensure the safe return of all election materials placed in their custody to designated locations and to designated officials after every election. Reverse logistics will be carefully monitored, and materials returned will be audited by the relevant units of the Commission.

5.4.0 Code of Conduct

The primary responsibility of the Commission is to conduct free, fair and credible elections, and to develop systems, structures and processes that will support the provision of quality electoral services in Nigeria. Towards this end, all election officials, including Collation and Returning Officers shall:

- a) Subscribe to the Oath/affirmation of Neutrality and are presumed to have subscribed to the Code of Conduct and other regulations and guidelines issued by the Commission and must adhere strictly to them.
- b) Offer a user-friendly environment for all persons utilizing electoral services especially in respect of registration of voters and polling services;
- c) Arrange for suitable access and physical facilities at the collation centre for persons with disabilities and the elderly;
- d) Ensure diligence in the discharge of election duty and election related tasks.
- e) Adhere strictly to all existing laws, regulations and guidelines governing the conduct of elections in Nigeria;
- f) Not show or do anything that demonstrates a bias or preference for any political party or candidate in the discharge of their duties;
- g) Maintain an atmosphere of fairness, neutrality, and decorum throughout the electoral process;
- h) Refrain from improper use or unauthorized release of information obtained during their official duty with the Commission;
- i) Not smoke in the Collation Centre;
- j) Not strike a match or use a lighter or any device capable of setting fire at a Collation Centre;
- k) Not carry firearms, weapons or objects that could cause bodily harm;
- l) Not bring to their duty post any alcoholic beverage or use alcohol or illicit drugs in the course of their duty;

- m) Be ready to take appropriate actions for special unpredictable events arising during the election, which may entail:
 - i. Carrying out their duties in very difficult circumstances; and
 - ii. Undertaking additional tasks wherever and whenever necessary.

Collation and Returning officers shall be committed at all times to act within their authority to condemn and prevent any violence, coercion or intimidation related to election, and to dissociate themselves from:

- a) Causing damage to any Collation Centre or its premises;
- b) Causing damage to any election materials or property;
- c) Concealing or withholding of election materials; and
- d) Hindering or preventing any eligible individual from gaining access to a Collation Centre.

To ensure operational integrity; all Collation and Returning Officers are required to:

- a) Subscribe to the Oath/affirmation of Neutrality;
- b) Comply with processes, procedures and guidelines for elections;
- c) Manage and handle all electoral materials and equipment (sensitive and non-sensitive) in accordance with approval procedures, and ensure they are in the correct quantities and standards;
- d) Grant to those so entitled access to collation centres in line with the Electoral Act 2022 and INEC Regulations and Guidelines for Conduct of Elections 2022;
- e) Avail people living with disability any assistance or support which the guidelines and electoral laws allow;
- f) Wear a photo identity at all times;
- g) Not engage in any other duty or assignment likely to conflict with election duty; and
- h) Not hold meetings or consultation or maintain any unauthorized relations with political parties, officials candidates or agents.

All Collation and Returning officers shall:

- a) Adhere strictly to the requirements of confidentiality, and disclose confidential information only to those authorized to receive it;
- b) Clearly demonstrate impartiality and fairness to all political parties, candidates and their representatives, and all stakeholders;
- c) Conduct their duties with professional courtesy and decorum;
- d) Shun the pursuit of personal gain in the conduct of their duties and declare any conflict of interest, where this exists by making a declaration in writing;
- e) Avoid partisanship and conduct that may indicate preference of one party or candidate over another;
- f) Shun corrupt practices such bribery, soliciting or accepting reward, treating or favouritism and gifts;
- g) Not gamble or play games at election duty posts; and
- h) Not attempt to discover the intention or choice of a voter, and be obliged to report any persons found to be doing so to the appropriate officials.

All Collation and Returning Officers are entitled to:

- a) Receive the approved course of training before being deployed for an election;
- b) Receive honoraria and other allowances in accordance with the current approved rates;

- c) The provision of adequate transportation and logistics of movement to and from the place of election assignment;
- d) The provision of adequate security in line with the approved standards, and within the framework of the security policy for the administration of the election;
- e) The security of insurance cover or hazard allowance, where applicable; and
- f) Appropriate commendation for manifest distinction in the conduct of their duties.

All election officials, including Collation and Returning Officers, are subject to the electoral offences contained in the Electoral Act 2022 which include but not limited to:

- a) Announcing and publishing an election result knowing the same to be false;
- b) Any Returning Officer or Collation Officer who delivers or cause to be delivered to the Commission a false return, or votes scored, knowing the same to be false;
- c) Any person who delivers or causes to be delivered a false media certificate of return knowing the same to be false to any social news media website or candidate;
- d) Dereliction of duty, which involves lateness to duty post, failure to report and truancy, as well as non-compliance with guidelines and regulations;
- e) Bribery;
- f) Unlawful sale or use of election material;
- g) Making false or misleading statement;
- h) Withholding information unlawfully;
- i) Impersonation;
- j) False representation;
- k) Inducement;
- l) Incitement; and
- m) Possession of offensive weapons.

All Collation and Returning Officers shall:

- a) Report on time, to the INEC State and LGA office, Collation Centre, and any other location of assignment;
- b) Treat with compassion, but in accordance with the regulations and guidelines, elderly persons, persons living with disabilities, pregnant and nursing mothers, and provide the support that the regulations prescribe;
- c) Ensure that all electoral materials are secure, complete and for the designated area;
- d) Not act or allow any act that exposes or reveals the choice that a voter makes; and
- e) Recognize the legitimate roles of party agents, security personnel on election duty, and accredited observers.

All Collation and Returning Officers, following the conclusion of election, shall:

- a) Retrieve and return all election materials and equipment in accordance with the regulations and guidelines;
- b) Make themselves available for any post-election enquiry or litigation processes;
- c) Prepare and submit a report on the election, as may be required; and
- d) Ensure that election results sheets are not fraudulently altered, cancelled or defaced.

5.5.0 Tips for Poll Officials on Basic Security in Election Duties (BaSED)

- i. Ensure you attend security briefings at the RAC before deployment. This will give you key information and insights about risks and threats in the area you are deployed.
- ii. Before deployment, ensure that you receive the telephone number of a competent official (Security agencies or INEC) to call when in distress. You can also contact the

EMSC, EMSC Secretariat.

- iii. Collect the contact of the Electoral Operations Support Centre for your State.
- iv. Do not move unless a security escort accompanies you.
- v. Security officials on election duties are there for your protection. Maintain a cordial relationship with them. If a security official stops you be polite, present your ID if requested and obey security directives.
- vi. Be security conscious at all times. It is important to know the security situation in your area and avoid areas that are identified as officially off limits, considered politically sensitive or where security incidents are known to take place.
- vii. It is important for staff to be aware of their environment e.g., security points, escape points, difficult terrain etc. and culture of the community they are deployed.
- viii. Maintain this awareness of and be sensitive to change. Be aware of individuals who may be acting suspiciously and report such behaviour.
- ix. Do not panic. Always assess situations and provide the best response. Try as much as possible to not react in a violent manner and most importantly stay away from situations that could be threatening.
- x. If you find yourself in the boot of a car, kick the back-tail lights out; stick your arm through the hole and wave.
- xi. Do not hesitate to call attention to yourself if you are in danger: scream, shout, blow the horn of your vehicle.
- xii. Personal safety is an individual responsibility. The best way to be safe is to avoid trouble in the first place rather than try to remove yourself later.
- xiii. Be sure to gain an understanding of the host community's traditions and beliefs. Respect the culture and customs of the environment in which you work.
- xiv. Be sure to behave professionally at all times. Inspire confidence when performing your duties.
- xv. Never discuss politics or religion; these may incline people to assume bias and possible misuse of office in favour of a candidate.
- xvi. Drivers should be aware of strange objects while driving especially during convoy movement, some of these objects may be an IED or unexploded ordinance.
- xvii. It is important for all drivers to know alternative routes in case there is a security threat and main roads are not available.
- xviii. Ensure you carry, with you, essential items on your trip e.g., soap, deodorant, clothing, food and money. However, be sure not to carry costly items. Remember, you are responsible and accountable for your safety and security.

5.6.0 INTRODUCTION TO INEC-SANS

5.6.1 INEC Security Alert and Notification System (INEC-SANS): Is an application developed by INEC which allows for on-the-go communication to mitigate and forestall critical incidences or provide immediate responses if they occur. It is hoped that the proper utilization of INEC-SANS will greatly enhance preventive and responsive action towards security challenges during electoral activities.

5.6.2 Objectives of INEC-Sans

The objectives of INEC-SANS are:

- i. To provide timely security threat notification and alerts to the appropriate Responders.
- ii. To provide real-time information needed by the Responders to mitigate or eliminate adverse incidents.
- iii. To provide detailed incidence report and Analysis.
- iv. To Mobilize a coordinated response to security threat(s) between Field Assets and the Response Team (RT) i.e. Internal and External RT (INEC and ICCES).

5.6.3 Modes for the Utilization of INEC-SANS

a) Off -Election Mode

The Secretariat will remain open even though it is not an election period. The Chairman INEC, Chairman in-charge of PMSC, and the Directors of P&M and Security Directorates will receive the Threat Alert for logged on users. However, the SOS mode (an offline mode) of the INEC-SANS remains active for emergencies.

b) Election Mode

This is the period when an election is on especially at General, off-cycle Governorship and Bye-elections.

5.6.4 INEC-SANS Threat Types, Personnel & Response Time

a) The Activation Period

The INEC-SANS secretariat is activated **72** hours to election for election mode and remains active all through the off-election mode.

(b) Types of Threats & Its Classification

- (i) **Critical Level (CL):** are threats that need urgent attention and may lead to loss of sensitive material, loss of lives of personnel and customized assets.
- (ii) **High level (HL):** are threats that need urgent attention and may lead to loss of material, personnel, loss of life and loss of assets if not curtailed in time.
- (iii) **Medium Level (ML):** are threats that if not promptly attended to may lead to the disruption of electoral process, injury, bodily harm and destruction of assets.
- (iv) **Low Level (LL):** are threats that may not lead to injury or bodily harm, destruction of property and disruption of the electoral process but may cause other challenges if left unaddressed.

(c) Threat Response Time

The maximum time in which a threat must be resolved for efficiency is **30** minutes, however the target is a resolution within **30** seconds to **5** minutes.

- i. Low Level (LL): within **1** to **20** minutes
- ii. Medium Level (ML): within **1** to **15** minutes
- iii. High Level (HL): within **1** to **10** minutes
- iv. Critical Level (CL): within **30** seconds to **10** minutes
- v. Response to SOS: within **30** Seconds to **5** minutes

(d) Dedicated Phone Number/ E1 Lines

The 'SOS' Contact numbers from the Secretariat to be pre-loaded will be given during training.

5.6.5 Downloading and Using the INEC-SANS App

a) How to Download the INEC-SANS APP

Step 1: Download the INEC-SANS Mobile Application by typing in the unique URL in your mobile web browser.

Step 2: Once typed in press enter. The mobile application will download unto your mobile device automatically. Be sure to modify device settings to allow downloads from unknown sources when the notification comes up.

Step 3: Your INEC-SANS apk file called “**insec-sans.apk**” will be accessible from the downloads folder on your mobile device. Tap the file to install it.

Step 4: Once installed tap the option “**Open**” to open the app. You will also find the app icon with the name “**INEC-SANS**” on the home screen of your mobile application.

b) 1.5.2 Activation of the Offline ‘SOS’ Mode

- i. Install the *SOS Alert/Emergency and Safety App*
- ii. On the Menu Tab Save the provided E1 line or any other dedicated number:
- iii. Type and save the default message “**Help me this is an emergency**” on the android mobile phone.

NOTE 35:

The SOS message will be automatically sent to the pre-saved E1 number anytime you get caught up in a security crisis **only** if you tap the SOS icon on your Android phone.

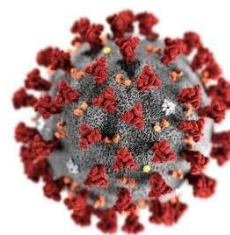
5.7.0 NCDC Protocols on Prevention of Covid-19/ other Infectious Diseases during Election

5.7.1 THE SARs-COVID-19

The SARs-CoV-2 2019 or COVID-19 is an infectious disease caused by a new strain of Coronavirus.

a) Symptoms

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. The most common symptoms are fever, dry cough and tiredness. Serious symptoms include difficulty breathing or shortness of breath, chest pain or pressure and loss of smell or taste.



b) Prevention

You can protect yourself and others from infection by:

- (i) Washing your hands with soap under running water for at least 20 seconds; or using an alcohol-based sanitizer;
- (ii) Avoiding face touching at all times;
- (iii) Practicing respiratory etiquette (for example, coughing into a flexed elbow);
- (iv) Covering your face with face mask or face shield; and
- (v) Staying away from large groups of people



c) Health Issues

The most immediate challenge that COVID-19 poses to the electoral process is health related. In order to protect voters, election officials and other stakeholders in the electoral process, the Commission shall implement the following:

d) General Protective Measures

- (i) The use of facemasks is advised for all involved in the election process;
- (ii) The Commission shall provide face masks for all election officials;
- (iii) Alcohol-based hand sanitizers will be provided for election officials at the Polling Units;
- (iv) Methylated Spirit and cotton wool will be provided for the disinfection of the Bimodal Voter Accreditation System (BVAS) after the fingerprint of each voter is read; and
- (v) Adherence to current protocols issued by the NCDC/ Presidential Task Force (PTF) on COVID-19.

5.7.2 Voters Code of Conduct (VCC) for Infection Prevention

- (a) Wearing of facemask at Polling Units and all election locations is advised. An improvised face mask using a handkerchief, scarf or such materials is acceptable;
- (b) If possible, please make provision for your own face mask. An election official may request you to lower your mask for proper identification when necessary;
- (c) Any voter showing symptoms such as, coughing, sneezing, among others, and a high temperature of 37⁰C or more, will be requested to leave the queue or voting area and shall be attended to by designated officials.
- (d) Avoid unnecessary touching of surfaces or leaning on walls and other surfaces at the Polling Unit. You may request for hand sanitizer which will be given to you if available.
- (e) An election official may ask to clean your fingers with an antiseptic before your fingerprint is read with the Bimodal Voter Accreditation System.
- (f) Please, ensure that you go away with your used protective materials such as face masks and hand gloves. Do not litter the Polling Unit!

5.8.0 General Health Safety Measures for Election Officials

5.8.1 Polling Unit Health Tips

- (a) Physical distancing of two (2) meters (6 feet) apart is advised on the queues. Queues may be demarcated for physical distancing of two (2) metres (6 feet) using twines and markings. Tags may be used for batching of voters and crowd control;
- (b) The APO III and security officials shall ensure compliance with health measures; and
- (c) Where hand washing facilities are available, voters should be encouraged to wash their hands thoroughly, before joining the queue.

5.8.2 Handling Health Materials at the Close of Poll

At the close of polls, the PO and APOs shall ensure that materials are properly disinfected, carefully packaged and that used personal protective materials are hygienically packaged for disposal. Reusable personal protective materials shall also be carefully packaged and sent to designated collection points.

5.8.3 Health Safety Tips at RACs

- (a) State Offices of the Commission shall conduct a thorough assessment of RACs to determine their suitability for elections. The designation of RACs and Super RACs shall be on a case-by-case basis, having due regards for the expanse of the

- territory, terrain and adequate space where they serve;
- (b) Where there is insufficient space in an RA and no suitable alternative facility is available for a Super RAC option, canopies may be deployed outdoors to increase the available area for use;
- (c) COVID-19 and other infectious disease awareness shall be included in RAC briefing. Handouts, flyers and information kits should be distributed to election staff at the RACs; and
- (d) Staff showing serious symptoms such as fever and coughing for COVID-19 or other infectious diseases will receive medical attention and replaced immediately from the reserve on the approval of the Electoral Officer and REC.

5.8.4 Health Safety Tips at Collation Centres

- (a) There shall be a designated area outside the Collation Hall, for the implementation of safety and health measures, such as wearing of face mask, hand sanitizing and body temperature check;
- (b) There shall be observance of safe distancing on queuing for all seeking to enter the collation hall and adequate sit spacing arrangement within the collation hall and
- (c) In order to prevent overcrowding during collation, only one polling agent of a party on the ballot (or the candidate in person) for the election(s) shall be allowed into the collation hall.

5.8.5 Health Tips for Post-Election Activities

(a) For Reverse logistics:

- (i) Election staff must ensure that used but reusable PPEs are carefully packaged and sent to designated collection points; and
- (ii) Used PPE must be disposed in the prescribed manner.

(c) All post-election debriefings

These should preferably be done electronically. Where face-to-face debriefings take place, the COVID-19 and other infectious disease prevention protocol shall be followed.

5.8.6 Monkey Pox

(a) What is Monkey Pox Disease?

A rare disease caused by infection with the monkey pox virus. It is spread mainly through human contact with infected rodents or primates e.g. monkey but can also be spread through skin-to-skin contact with an infected person. Monkey Pox is rarely fatal and symptoms include – Fever, headache, muscle aches, fatigue, swollen lymph nodes, rashes [raised bumps, blisters, large pus-filled pimples that eventually scab over]. Symptoms are mild and usually resolve in 2 – 4 weeks.

(b) Prevention

- (i) Avoid close contact [including sexual contact] with people who are sick or have a rash;
- (ii) Do not share eating utensils or cups;
- (iii) Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based sanitizer containing at least 60% alcohol;
- (iv) Keep your hands away from your eyes, nose and mouth. If you need to touch your face, make sure your hands are clean;
- (v) Do not touch live or dead wild animals;

- (vi) Do not touch or eat products that come from wild animals [Bush Meat]; and
- (vii) Avoid touching materials such as bedding that have been used by animals.

Note 36:

For Election Officials, it is advised that hand sanitizers be used regularly, the BVAS machines be disinfected after each use and hand gloves be made available for Election officials especially those who are more in contact with the voters – POs and APOs.

5.8.7 First Aid Measures for Snake/Scorpion Bite

- (a) Do not panic;
- (b) Call for assistance if possible;
- (c) Wash bite with soap and water;
- (d) Keep the bitten area still and lower than the heart level;
- (e) Cover the area with a clean cool compress or a moist dressing to ease swelling and discomfort;
- (f) Remove all rings, watches, constrictive clothing in case of swelling;
- (g) Note the time of the bite it can be reported to the emergency room health care providers if needed;
- (h) If possible try to remember to draw a circle around the affected area [for a snake bite] and mark time of the bite and the initial reaction;
- (i) It is helpful to remember what the snake looks like in size and the type of snake if you know it in order to tell the emergency room staff;
- (j) Do not apply a tourniquet;
- (k) Do not cut the wound to remove the venom;
- (l) Do not try to suck the venom out;
- (m) Do not drink caffeine or alcohol which could speed up the body's absorption; and
- (n) Get to a hospital as soon as possible.

5.8.8 BLEEDING

- (a) Call for help;
- (b) Press a clean cloth/ bandage firmly with your palm to control bleeding;
- (c) There may be need to apply a tourniquet with a cloth and note the time; and
- (d) Maintain pressure on the wound until bleeding stops or you can get to a hospital.

5.8.9 DIARRHOEA

- (a) Call for help;
- (b) Replace fluids by taking Oral Rehydration Salts if available or with diluted juices.
- (c) Drink more water but slowly;
- (d) Avoid sugary drinks and alcohol; and
- (e) Rest or get to a hospital if symptoms worsen.

Note 37:

For other minor health emergencies, the contents of the First Aid Box provided at each RA should be made use of before proceeding to a hospital.

APPENDIX

I OATH/AFFIRMATION OF NEUTRALITY



FORM EC 17

INDEPENDENT NATIONAL ELECTORAL COMMISSION

OATH/AFFIRMATION OF NEUTRALITY

I..... of do solemnly swear/affirm that:

- (1) I will at all times be faithful to the Federal Republic of Nigeria;
- (2) As I will discharge my duties to the best of my ability in accordance with the Constitution of the Federal Republic of Nigeria, the Electoral Act and the guidelines issued by the Independent National Electoral Commission.
- (3) I will do right to all candidates and Political Parties according to the law: without fear or favour, affection or ill will.

So help me God.

.....
Deponent

Sworn to/Affirm at the.....(State / Federal) High Court Registry

thisday of.....20.....

BEFORE ME
COMMISSIONER FOR OATHS

NOTE: The Oath/Affirmation of Neutrality binds Election Officials to the legal and ethical standards intended to guide their activities during the entire Electoral Process. All Election Officials must adhere to these standards and implement them in good faith. The Independent National Electoral Commission (INEC) will sanction Election Officials for violation of the Oath/Affirmation of Neutrality.

FORMS AND ILLUSTRATIONS



EC 8A(I)

INDEPENDENT NATIONAL ELECTORAL COMMISSION

STATEMENT OF RESULT OF POLL FROM POLLING UNITS

ELECTION TO THE MEMBERSHIP OF THE HOUSE OF ASSEMBLY

State Constituency: _____ Code _____

Local Government Area: _____ Code _____

Registration Area: _____ Code _____

Polling Units: _____ Code _____

State: _____ Code _____

1. Number of Voters on the Register.....
2. Number of Accredited Voters.....
3. Number of Ballot Papers Issued to the Polling Unit.....
4. Number of Unused Ballot Papers.....
5. Number of Spoiled Ballot Papers.....
6. Number of Rejected Ballots.....
7. Number of Total Valid Votes (Sum of valid votes cast for all Parties).....
8. Total Number of Used Ballot Papers (sum of #5 + #6 + #7 above).....

S/N	POLITICAL PARTY	VOTES SCORED		NAMES / SIGNATURE OF POLITICAL PARTY AGENTS
		IN FIGURES	IN WORDS	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL VALID VOTES		Record Total Valid Votes under #7 above		

I (Name of Presiding Officer) hereby certify that the information contained in this Form is a true and accurate account of votes cast in this Polling Unit and that the election was **CONTESTED / NOT CONTESTED**.

Stamp/Signature of Presiding Officer Date



EC 8 B

INDEPENDENT NATIONAL ELECTORAL COMMISSION
ELECTION TO THE OFFICE OF PRESIDENT

**SUMMARY OF RESULTS FROM POLLING UNITS COLLATION AT
REGISTRATION AREA LEVEL**

STATE _____ CODE _____ REGISTRATION AREA _____ CODE _____

SN	NAME	CODE	NO. OF REGISTERED VOTERS	NO. OF ACCREDITED VOTERS	VOTES RECEIVED BY POLITICAL PARTIES		TOTAL VALID VOTES	EJECTED VOTES	TOTAL VOTES CAST
					1	2			
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
TOTAL NO. OF VOTES									

NAME OF COLLATION OFFICER _____ SIGNATURE/DATE _____ STAMP _____

NAME/SIGN OF PARTY AGENT

.....

.....

.....

FORM EC 25 B: ELECTORAL MATERIAL RECEIPT/REVERSE LOGISTICS

ELECTION MATERIALS CHECK-LIST



INDEPENDENT NATIONAL ELECTORAL COMMISSION

ELECTORAL MATERIAL RECEIPT/ REVERSE LOGISTICS.

EC 25 B

State:.....	Code:.....
LGA:.....	Code:.....
Reg. Area:.....	Code:.....
Polling Unit:.....	Code:.....

I wish to confirm the receipt/return of under listed materials and equipment underlisted:

Name:.....

Address:.....

Designation:.....

S/NO.	ITEMS / DESCRIPTION (NON-SENSITIVE)	QUANTITY RECEIVED	QUANTITY RETURNED	REMARKS
1	VOTERS REGISTER FORM EC 1 A			
2	STATEMENT OF RESULT OF POLL AT POLLING UNIT PRESIDENTIAL EC 8 A - PRESIDENTIAL EC 8 A (i) - SENATORIAL EC 8 A (ii) - HOUSE OF REPRESENTATIVE EC 8 A (VP) GOVERNORSHIP EC 8 A - GOVERNORSHIP EC 8 A (i) - STATE HOUSE OF ASSEMBLY EC 8 A (VP)			
3	BALLOT PAPERS PRESIDENTIAL			
	SENATORIAL			
	HOUSE OF REPRESENTATIVE			
	GOVERNORSHIP			
	STATE HOUSE OF ASSEMBLY			
4	BALLOT BOXES			
5	VOTING CUBICLES			
6	POSTER POLLING STATION POSTER EC 30 A			
7	POSTER FORM EC 30 A (1) POLLING UNIT INFORMATION			
8	POSTER FORM EC 30 B POLLING ZONE			
9	POSTER POSTER EC 30 C VOTING IN PROGRESS			
10	PUBLICATION OF ELECTION RESULT FORM POSTER EC 60 E			
11	UNDERTAKING WITH REGARD TO IMPERSONATION FORM EC 40 D			
12	AUTHORITY TO REMOVE PERSON WHO MISCONDUCT HIMSELF/HERSELF FORM EC 40 E			
13	FOR MISCELLANEOUS ELECTION MATERIALS ENVELOPES EC 50 A			

Stamp / Signature of Officer.....



INDEPENDENT NATIONAL ELECTORAL COMMISSION

EC 25 B (I)

POLLING UNIT MATERIAL RECEIPT / DISTRIBUTION

No.....

State: _____ Code _____ L.G.A _____ Code _____ Reg.
Area _____ Code _____ Polling Unit _____ Code _____
_____ of _____

duly appointed as:

Registration/Polling Unit have received the following Electoral Forms, Materials and Equipment from:

Name _____

Address _____

Designation _____

Task Force/ Supervisory Presiding Officer/ Electoral Officer/ Resident Electoral Commissioner

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



INDEPENDENT NATIONAL
ELECTORAL COMMISSION

Signature of Collector

Date

FORM EC 40 A: BALLOT PAPER ACCOUNT AND VERIFICATION STATEMENT



FORM EC 40A

BALLOT PAPER ACCOUNT AND VERIFICATION STATEMENT

Polling Station: _____ Code

Registration Area: _____ Code

Local Government Area / Area Council: _____ Code

State: _____ Code

Complete Section 1,2 and 3 below if two or more elections are being held at the same time
if one election is being held, Complete Section 1 only

SECTION 1: Type of Election _____

Part A: Fill before the Opening of Poll

1. Serial Numbers of Ballot Papers Issued to the Polling Unit _____
to _____

2. Quantity of Ballot Papers Issued to the Polling Unit

Part B: Fill at the Close of Poll

3. Serial Numbers of Unused Ballot Papers _____
to _____

4. Quantity of Unused Ballot Papers

5. Quantity of Used Ballot Papers

6. Total Number of Unused + Used Ballot Papers (add #4 + #5 above)

(Should equal the Quantity of Ballot Papers Issued to the Polling Unit - see Part A, #2)

Stamp / Signature of Officer.....

FORM EC 40 B: STATEMENT OF REJECTED AND SPOILT BALLOT



FORM EC 40B

STATEMENT OF REJECTED AND SPOILT BALLOT

Polling Unit:.....Code
 Registration Area:.....Code
 Local Government Area /Area Council:.....Code
 State:.....Code

- (A) Type of Election:.....
 (B) Date of Election:.....
 (C) Quantity of Rejected Ballot:.....
 (D) Quantity of Spoilt Ballot Papers:.....

Serial No. of Rejected Ballot	Serial No. of Spoilt Ballot Papers
(I)	(I)
(II)	(II)
(III)	(III)
(IV)	(IV)
(V)	(V)
(VI)	(VI)
(VII)	(VII)
(VIII)	(VIII)
(IX)	(IX)
(X)	(X)
(XI)	(XI)
(XII)	(XII)
(XIII)	(XIII)
(XIV)	(XIV)
(XV)	(XV)
TOTAL	TOTAL

Dated this.....day of20.....

.....
Stamp

.....
Signature of Presiding Officer

FORM EC 40 C: STATEMENT OF USED AND UNUSED BALLOT PAPERS



FORM EC 40C

STATEMENT OF USED AND UNUSED BALLOT PAPERS

POLLING UNIT:.....Code

REGISTRATION AREA:.....Code

LOCAL GOVERNMENT AREA / AREA COUNCIL:.....Code

STATE:.....Code

Type of Election.....

Date of Election.....

Quantity of Used Ballot Papers.....

Quantity of Unused Ballot Papers.....

	Serial No. of Used Ballot Papers.		Serial No. of Unused Ballot Papers.
i		i	
ii		ii	
iii		iii	
iv		iv	
v		v	
vi		vi	
vii		vii	
viii		viii	
ix		ix	
x		x	
xi		xi	
xii		xii	
xiii		xiii	
xiv		xiv	
xv		xv	
TOTAL		TOTAL	

.....
Signature of Presiding Officer

.....
Date

FORM EC 40 D: UNDERTAKING WITH REGARDS TO IMPERSONATION



UNDERTAKING WITH REGARDS TO IMPERSONATION

FORM EC 40D

STATE.....

CONSTITUENCY.....

POLLING UNIT CODE.....

I,

(Full Names)

of.....

(Address)

Polling Agent for:.....

(Names of Candidates and Political Parties)

hereby declare that I have reasonable cause to believe that the person applying for a ballot paper in the name of:

.....

(Name given by the applicant)

whose number on the register of voters:.....

has committed an offence of impersonation and I undertake to substantiate the charge in a court of law

DATED this.....Day of.....20__

.....

Signature of Polling Agent

**Signed by the above named
Polling Agent in my presence**

.....

Name & Signature of Presiding Officer

FORM EC 40 E: AUTHORITY TO REMOVE PERSONS MISCONDUCTING THEMSELVES



FORM EC. 40E

AUTHORITY TO REMOVE PERSONS MISCONDUCTING THEMSELVES

STATE.....

.....

CONSTITUENCY.....

.....

NAME OF POLLING UNITCODE:

I,.....

(Full Name of the Presiding Officer)

Presiding Officer in Charge of this Polling Unit, hereby authorize you

.....

(Name of Person authorized)

To remove from Polling Unit any person whose removal I order on the grounds that he has mis-conducted him/herself or has failed to obey any lawful order by me.

DATED this.....Day of.....2018

.....

Signature of Presiding Officer



FORM EC40G (PU)

INDEPENDENT NATIONAL ELECTORAL COMMISSION

RECORD OF ELECTION NOT HELD/CANCELLED AT POLLING UNIT LEVEL

ELECTION TO THE _____

CONSTITUENCY : _____ CODE : _____

STATE : _____ CODE : _____

LOCAL GOVERNMENT AREA : _____ CODE : _____

REGISTRATION AREA: _____ CODE : _____

NAME OF POLLING UNIT: _____ CODE : _____

TOTAL NO. OF REGISTERED
VOTERS (In Figures and
Words): _____

TOTAL NO. OF PVCs
COLLECTED (In
Figures and Words): _____

REASONS FOR ELECTION NOT HELD / CANCELLED (TICK)

OVER VOTING ☐

BVAS NOT REPLACED AFTER FAILURE ☐

DECLARED EMERGENCY / DISRUPTION ☐

UNABLE TO DEPLOY MEN AND MATERIAL ☐

NAME OF PRESIDING OFFICER: _____

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP



FORM EC40G

INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF POLLING UNITS WHERE ELECTIONS WERE CANCELLED OR DID NOT
HOLD (FOR COLLATION AT REGISTRATION AREA/WARD LEVEL)

ELECTION TO THE: _____

CONSTITUENCY: _____ **CODE :** _____

STATE: _____ **CODE :** _____

LGA: _____ **CODE :** _____

REGISTRATION

AREA/WARD: _____ **CODE :** _____

S/NO.	POLLING UNITS		VOTER REGISTRATION DETAILS (For the affected Polling Units)		
	NAME OF POLLING UNIT	PU CODE	NO. REGISTERED	NO. OF PVC COLLECTED	REASON(S)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

NAME OF COLLATION OFFICER : _____

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP: _____



FORM EC40G(I)

INDEPENDENT NATIONAL ELECTORAL COMMISSION

**SUMMARY OF POLLING UNITS WHERE ELECTIONS WERE CANCELLED OR DID NOT HOLD
(FOR COLLATION AT LOCAL GOVERNMENT AREA(LGA)/AREA COUNCIL(AC) OR CONSTITUENCY LEVEL)**

ELECTION TO THE: _____

CONSTITUENCY: _____ **CODE:** _____

STATE: _____ **CODE:** _____

LGA/AC: _____ **CODE:** _____

S/NO.	REGISTRATION AREAS (RA)/WARDS			VOTER REGISTRATION DETAILS (For the Affected Registration Areas/Wards)		
	NAME OF REGISTRATION AREA/WARD	RA/WARD CODE	NO. OF POLLING UNITS AFFECTED	TOTAL NO. OF REGISTERED VOTERS	TOTAL NO PVCs COLLECTED	REASON(S)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

NAME OF COLLATION OFFICER: _____ ☐

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP: _____



FORM EC40G(II)

INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF POLLING UNITS WHERE ELECTIONS WERE CANCELLED OR DID NOT HOLD
(FOR COLLATION OF PRESIDENTIAL AND GOVERNORSHIP ELECTIONS AT STATE LEVEL)

ELECTION TO THE: _____

CONSTITUENCY: _____ CODE: _____

STATE: _____ CODE: _____

S/NO.	LOCAL GOVERNMENT AREAS (LGA)/AREA COUNCILS (AC)			VOTER REGISTRATION DETAILS <small>(For the affected Local Government Areas/Area Councils)</small>		
	NAME OF LGA/AC	LGA/AC CODE	NO. OF POLLING UNITS AFFECTED	TOTAL NO. OF REGISTERED VOTERS	TOTAL NUMBER OF PVCs COLLECTED	REASON(S)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

NAME OF COLLATION OFFICER: _____

DATE: _____

TIME: _____

SIGNATURE: _____

STAMP: _____



FORM EC40G(III)

INDEPENDENT NATIONAL ELECTORAL COMMISSION
SUMMARY OF POLLING UNITS WHERE ELECTIONS WERE CANCELLED OR DID NOT HOLD
(FOR COLLATION OF PRESIDENTIAL ELECTION AT NATIONAL LEVEL)

ELECTION TO THE: _____

CONSTITUENCY: _____ CODE: _____

S/NO.	STATES			VOTER REGISTRATION DETAILS (For the affected States/FCT)		
	NAME OF STATE	STATE CODE	NO. OF POLLING UNITS AFFECTED	TOTAL NO. OF REGISTERED VOTERS	TOTAL NUMBER OF PVCs COLLECTED	REASON(S)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

NAME OF COLLATION OFFICER: _____

SIGNATURE AND DATE: _____

STAMP: _____

INDEPENDENT NATIONAL ELECTORAL COMMISSION

(To be filled by APO II)

Date of Election.....
LGA Code.....

[illegible][illegible][illegible][illegible][illegible][illegible]

VIBs	
M/PD	
HH/D	
SI	
ALB	
Others	

VISUALLY IMPAIRED/BLIND
 MOBILITY/PHYSICAL DISABILITY
 HARD OF HEARING/DEAF
 SPEECH IMPAIRED
 ALBINISM
 OTHERS

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



PWD VOTER INFORMATION AND STATISTICS
(To be filled by the Presiding Officer)

Type of Election..... Date of Election.....

State..... Code..... LGA..... Code.....

Polling Unit Code

Total Number of Registered Voters.....

Name of Presiding Officer

Signature..... Date



PWD VOTER INFORMATION AND STATISTICS

(To be filled by the RA Collation Officer)

RA SUMMARY

Date of Election.....

LGA..... Code.....

Total Number of Registered Voters.....

Name of RA Collation Officer

Date

INDEPENDENT NATIONAL ELECTORAL COMMISSION

PWD VOTER INFORMATION AND STATISTICS

(To be filled by the LGA Collation Officer)

LGA SUMMARY

Type of Election.....

Date of Election.....

State..... **Code.....**

LGA..... Code.....

Total Number of Registered Voters.....

[illegible]

Name of LGA Collation Officer

Signature.....

Date

INDEPENDENT NATIONAL ELECTORAL COMMISSION

PWD VOTER INFORMATION AND STATISTICS

(To be filled by the State Collation Officer)

STATE SUMMARY

Type of Election.....

Date of Election.....

State..... Code.....

Total Number of Registered Voters.....

[illegible]

Name of State Collation Officer

Signature.....

Date



INDEPENDENT NATIONAL ELECTORAL COMMISSION

PWD VOTER INFORMATION AND STATISTICS

(To be filled by the Chief Returning Officer)

NATIONAL SUMMARY

Type of Election.....

Date of Election.....

Total Number of Registered Voters.....

S/N	STATE	CODE	PWD (STATES SUMMARY)						TOTAL
			VISUALLY IMPAIRED/ BLIND (VIB)	MOBILITY/ PHYSICAL DISABILITY (M/PD)	HARD OF HEARING/DEAF (HH/D)	SPEECH IMPAIRED (SI)	ALBINISM (ALB)	OTHERS	
1	ABIA								
2	ADAMAWA								
3	AKWA-IBOM								
4	ANAMBRA								
5	BAUCHI								
6	BAYELSA								
7	BENUE								
8	BORNO								
9	CROSS RIVER								
10	DELTA								
11	EBONYI								
12	EDO								
13	EKITI								
14	ENUGU								
15	GOMBE								
16	IMO								
17	JIGAWA								
18	KADUNA								
19	KANO								
20	KATSINA								
21	KEBBI								
22	KOGI								
23	KWARA								
24	LAGOS								
25	NASARAWA								
26	NIGER								
27	OGUN								
28	ONDO								
29	OSUN								
30	OYO								
31	PLATEAU								
32	RIVERS								
33	SOKOTO								
34	TARABA								
35	YOBE								
36	ZAMFARA								
37	FCT (ABUJA)								
TOTAL									

Name of National Collation Officer

Signature.....

Date

POLLING UNIT STAFF DETAILS

POLLING UNIT STAFF DETAILS

S/NO	NAME	DESIGNATION (PO &APOs)	ORGANISATION	GSM NO.	SIGN

4.1.2 SUBSTITUTION IF ANY

S/NO	NAME	DESIGNATION (PO &APOs)	ORGANISATION	GSM NO.	SIGN

POLITICAL PARTY AGENTS ATTENDANCE REGISTER

S/NO	NAME	PARTY	GSM NO.	SIGN

SECURITY PERSONNEL

[illegible]

ACCREDITED ATTENDEES (MEDIA / OBSERVERS)

S/NO	NAME	ORGANIZATION	ARRIVAL TIME	GSM NO.	SIGN