

Republic of the Union of Myanmar

Union Election Commission

**Working Guideline for the Polling Booth Officer, Deputy Polling Booth
Officer and Polling Booth Team Members**

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Working Guidelines for the Polling Booth Officer, Deputy Polling Booth Officer and Polling Booth Team Members

Preamble

1. The main function of the Union Election Commission (UEC) is to hold free and fair elections. To ensure free and fair elections, the process must be implemented in accord with laws and bylaws.
2. For that purpose, the Union Election Commission Law and respective Hluttaw election laws, which are intended to implement the policies; and bylaws that are to be observed when it comes to carrying out the tasks, have all been promulgated.
3. The UEC hereby issues this guideline in order that polling booth officer (Officer), deputy polling booth officer (Deputy Officer), voting roll inspector, ballot paper issuer and polling booth security, who will play important roles while elections are being held, understand clearly and perform their duties and tasks in accordance with respective Hluttaw election laws, bylaws and directives.

Polling booth and Polling booth Team Members

4. On the Election Day, voters including the disable will turn up at the polling booths and cast their ballots for their favourite candidates. Generally a polling booth contains a secret room for voters to express their wish. However, there will be one or more than one secret rooms in a polling booth whenever it is required for the members of each ethnic nationality group to elect one representative each for their group in the case of State or Region Hluttaws. Hence, polling booth team members (Team Members) who are to be charged at those additional booths will be expanded as necessary. In that case, depending on the number of representatives to be elected, necessary measures will be taken in accord with the law when it comes to forming polling booths as prescribed in Appendix (a).

Duties and rights of the polling booth officer

5. The polling booth officer (Officer) shall...
 - (a) undertake the following tasks prior to holding respective Hluttaw elections:

- (i) to obtain the Credentials from the relevant Township Sub-commission;
 - (ii) to ask for instructions by Ward or Village-tract Sub-commission.
 - (iii) to coordinate with the relevant Ward or Village-Tract Sub-commission in drawing ballot boxes, voting rolls, rubber seals, ballot papers and forms to be prepared by the Officer, and other equipment.
- (b) undertake the followings prior to the opening of the polling booth:
- (i) to make sure that the polling booth agent and the assistant agent sign in Form-8 in the presence of the Officer, and that the Officer keeps that appointment letter by putting his/her signature on it;
 - (ii) to draw from the Ward or Village-Tract Sub-commission ballot ledgers for each Hluttaw by signing in Form 11(b); in so doing to draw **six** ballot ledgers each containing **fifty** ballot papers if that polling booth is hosting 300 eligible voters; and to draw **one** ledger for the number of voters exceeding that number but not drawing as exactly the number of ballot papers as that exceeding number. For example: if his/her polling booth is designated for 305 eligible voters, to draw **seven** ballot ledgers – and if 355 voters, **eight** ballot ledgers;
 - (iii) to note in Form-11 the type and number of ballot ledgers received by counting them in the presence of the Team Members;
 - (iv) to confirm that the ballot box has a hole wide enough for the accomplished ballot papers to be put through;
Proviso: to immediately have it fixed if the hole is too wide or too narrow, which is to be reported to Ward or Village-Tract Sub-commission
 - (v) to confirm that there are enough rubber seals with mark (Â) for the voters to cast, and to request as many additional seals as the number of separate rooms in the polling booth;
 - (vi) to draw from the Ward or Village-Tract Sub-commission a set of three copies of voting roll compiled in Form (1) for the Pyithu Hluttaw, Amyotha Hluttaw and Region or State Hluttaw; a set of voting roll compiled in Form (1-a) for each of the respective ethnic nationality seat candidate;

- (vii) to receive by signing in Form (13)'s prior to the opening of the polling booth when respective Ward or Village-Tract Sub-Commission in accord with Section 51(g) of the bylaw hands, along with ballot receipts, over to the Officer the sealed ballot box containing **four** copies of Form-13 that lists advanced voters who have cast their votes and the envelopes of the ballot papers cast. Then a copy of Form-13 shall be posted at the polling booth and two copies be delivered back to Ward or Village-Tract Sub-commission, while the remaining one copy is to be kept with the Officer.
 - (viii) to compare the list of advanced voters, which are received from Ward or Village-Tract Sub-commission before 6 a.m., and the number of blank ballot papers, with that of the voters listed in the voting roll;
 - (ix) to mark cast in the relevant voting roll for those who have already cast their ballots using advanced ballot in accord with Form-13;
 - (x) (the Officer) to sign in advance on the ballot papers depending on the number of voters who turn out;
- Proviso:** It is paramount that every ballot paper bears the Officer's signature without which it will be deemed invalid.
- (xi) to register in Form-11 by counting the ballot papers that the he/she has brought in, in the presence of the Deputy Officer and Team Members, prior to the polling;
 - (xii) to set the time on the Officer's clock to Myanmar's time;
 - (xiii) to issue each set of respective Hluttaw voting rolls obtained from Ward or Village Tract Sub-commission to the respective voting roll inspectors with accomplished Appendix (b) form;
 - (xiv) to issue ballot paper ledgers designed for respective Hluttaw to ballot paper issuers with accomplished Appendix (c) form;
 - (xv) to close the empty ballot box completely as directed and place it at a visible spot after having approvals from Team Members, polling booth agent and other eyewitnesses at the booth.
 - (xvi) to announce that the booth is opened at 6 a.m.;

- (xvii) to manage for maintaining order at the booth, voting in a fair manner, and permitting the eligible voters entry into the booth;
 - (xviii) to arrange in advance for assistance if any of the voters is not physically fit to put his/her ballot into the ballot box;
 - (xix) to inspect the surroundings of the booth for security as necessary.
- (c) undertake the followings while the polling booth is kept opening:
- (i) to permit to vote at his/her polling booth if an eligible voter who was out of his/her own constituency, or a person who was abroad on an official state visit arrives back to his/her respective polling booth in time, bringing a recommendation letter from the respective department head or military commander or embassy head or permanent representative office head or consulate head that certifies that this person has not cast votes;
 - (ii) to permit a voter who is having difficulty with reading the names on the ballot or is unable to cast the ballot as directed, to cast the ballot by having his/her father, mother, wife, husband, son, daughter, or sibling whose name is listed on the respective voting roll, on his/her behalf but as instructed by him/her;
 - (iii) to assist such voters by the Officer himself/herself if they do not have any of the said family members, and to help him/her put the folded ballot paper into the box by themselves;
 - (iv) to allow a disable person to cast the ballot with help from his/her father, mother, wife, husband, son, daughter or sibling, or any person chosen at his/her disposal;
 - (v) to arrange for preventing multiple voting by marking the accomplished voters as directed;
 - (vi) to fill up in Appendix (d) the issuance of ballot papers to Team Members, booth opening hour, closing hour and other documentable significances;
 - (vii) to report to the Township Sub-commission immediately through respective Ward or Village Tract Sub-commission if the voters are not able to cast ballots because of a natural disaster or security concerns at the booth on the Election Day;

- (viii) The Officer shall seal the ballot box if the voting halts before the closing hour. The Officer shall also allow the polling booth agent to seal the box. The Officer shall take the sealed ballot box to the Township Sub-commission along with any of the members of Ward or Village Tract Sub-commission assigned at the booth and the polling booth agent or the assistant agent. Upon arriving at the Township Sub-commission office, the Officer shall open the ballot box and count the ballots in the presence of the Hluttaw candidates or their election agents, and the polling booth agent or assistant agent who are present at the counting; to register the results in Form-16, (and in Form-16 (a) in the case of ethnic nationalities Hluttaw candidates), and to have the Hluttaw candidate or their election agent, and polling booth agent or assistant agent to approve the results; and to remind them that it is the sole responsibility of the person who fails to sign on the forms; and finally to submit Form-16 and Form-16 (a) to the Township Sub-commission;
- (ix) to halt the voting of the respective Hluttaw and declare the voting for the respective Hluttaw null and void in the case of one or more than one ballot boxes being unlawfully taken away or ballot papers inside the boxes being damaged or lost due to an intentional or unintentional act;
- (x) to report to the Township Sub-commission immediately about the declaration of null and void, and to write in Appendix (d) completely to document the story;
- (xi) to disqualify a person who draws the ballot paper in disguise of another person, once his/her disguise has been found out;
- (xii) to proceed to take action against that disqualified person in accord with the Election Law after recording his/her name and address, and writing a summary of his/her disqualification;
- (xiii) the Officer shall allow to vote a person drawing a ballot paper who is accused of disguising another person, and is objected by a Hluttaw candidate or his/her election agent or a person deemed by the Officer as appropriate; and shall fill up Form-14 as necessary, which is the roll of objected voters, and to have the accused and the accusers sign on Form-14;

- (xiv) to obtain the fingerprint of the left thumb of the person who draws a ballot paper if this person is an illiterate; and to disallow this person if the instructions are not followed;
- (xv) regardless of the decision as to whether this person mentioned in Sub-section (xi) is allowed to vote or not to vote, the Officer shall fill up Form-14 the summary and his/her final decision;
- (xvi) when a voter's name or address contains to some extent wrong, incomplete or conflicting information with that mentioned on the voting roll, the Officer shall allow him/her to vote if another person takes the responsibility to verify the person concerned, and shall correct the wrong, incomplete or conflicting information on the Roll; and shall fill the summary of this information in Form-12 whenever such person receives a pass to vote;
- (xvii) No person other than the following individuals shall be allowed to enter the polling booth between the opening and closing hours:
 - (aa) Team Members;
 - (bb) voters;
 - (cc) police officers on duty, or those tasked with security by Ward or Township Sub-commission;
 - (dd) persons allowed in accord with Section 41 of the respective Hluttaw election bylaw;
 - (ee) members of Commission and relevant Sub-commissions;
 - (ff) Hluttaw candidates running to be elected for relevant constituencies, their election agents, polling booth agents and assistant agents;

Proviso: If both the polling booth agent and the assistant agent enter the polling booth, and if that could be detrimental to the secret ballot system, the Officer shall arrange for the two to take turns to enter the booth.

 - (gg) election observers passed by the UEC.
- (xviii) if a person performs a malpractice at the booth or does not follow the Officer's directions given in performing his/her duties, this person shall be removed from the booth immediately by the police official on duty or anyone tasked by

Ward or Township Sub-commission to perform security or a Team Member as per the Officer's order;

Proviso: This authority shall not be misused to disqualify an eligible voter.

- (xix) the Officer shall instruct the police officer on duty or any other person tasked with security to arrest a person who is found to have committed or to be committing any of the offences mentioned in Election Laws;
- (xx) the Officer or the Deputy Officer or a Team member shall not attach additional voters to the voting roll at their disposal;
- (xxi) to compare from time to time the list of voters who have cast ballots with the number of ballots remained; and note that he/she does so in Appendix (d);
- (xxii) The polling booth shall be closed at 4 p.m. However the Officer shall list voters who have arrived on the said polling booth premises who are yet to vote at the time of closure, and allow them to vote even after the polling hours are over;

Proviso: There will be some voters who are away; and despite any official explanation for their absences, the Officer shall wait only until the closing hour of 4 p.m.

- (xxiii) The Officer shall report to the Ward or Village Tract Sub-commission immediately if any person on the Election Day is found, inside or within 500 yards from the polling booth, committing undisciplined acts such as playing a sound-amplifying device such as a loudspeaker or making noise, intent to annoy the voters or to disturb the Officer, Deputy Officer and Team Members who are performing their duties at the booth;
 - (xxiv) If all persons in the voting roll have turned up and cast their ballots before 4 p.m., the Officer shall close the polling booth ahead of the closing hour, announcing the closure of the booth.
- (d) After closing the polling booth either because all the listed voters have cast ballots, or because it is the closing hour, the Officer shall close the polling booth and proceed to the counting as follow:
- (1) after counting the blank ballot papers right at the polling booth in the presence of Team Members, the public, and the polling booth agent, the

Officer shall register it in three copies of Form 16 (1). The Officer, Team Members and the polling booth agents shall approve the authenticity of those documents, after which one copy shall be delivered to Township Sub-commission, and another copy to the Ward or Village Tract Sub-commission. The third copy shall be kept by the Officer.

- (2) Should there be blank ballot papers with the Officer's signature on them, the Officer shall cancel them by making a large cross sign that covers the whole area of the paper:

Proviso: Because it will be an extra burden of cancelation if there are many blank ballot papers with the Officer's signature, the Officer shall have to sign in only as many ballot papers as it would seem required after most of the voters have cast ballots.

- (3) The Officer, while proceeding to vote counting, shall record the names of at least **ten** eyewitnesses, who are present at the time of counting, on the back of Form 16, in accord with Section 65 of the respective Hluttaw Election Bylaw;
- (4) The Officer – in the presence of Deputy Officer, Team Members, Polling booth agents, assistant agents and the voters – shall open the ballot boxes after showing that the seals remain intact.
- (5) After opening the boxes and before counting the ballots, the Officer shall arrange for ballot bowls or containers in the same numbers as that of the candidates; and to first and foremost count the ballot papers from the ballot boxes in order to be able to check the losses, if any;
- (6) to check whether the number of ballots obtained from the boxes is agreed with that of the ballots issued; to report to the relevant Sub-commission about any contradiction while proceeding to counting nevertheless;
- (7) The Officer shall compare the number of ballots obtained from the boxes with that of the ballots issued, and fill in the Remark box on Form 16 and Form 16 (a).
- (8) The Officer, in accord with Section 65 (a) of the bylaw, count the accomplished ballot papers and the advanced ballots that have been

received as per Section 51 (g) of the bylaw. In so doing the Officer himself or a Team Member assigned by him shall undertake the counting in the presence of Team Members, eyewitnesses, the public and the polling booth agents; count advanced ballots drawn from the Advanced Ballot Box as per Section 51 (g) of the Bylaw first; and shall allow the election observes to observe the vote counting too;

(9) The Officer shall scrutinize each ballot, and if it is not to be rejected, put it in the respective candidate's bowl or container;

(10) When the counting is complete, the ballots in each of the bowls or containers shall be counted;

(11) ballots entitled to each candidate shall be numbered;

(12) the Officer shall sum up the results of the ballots cast under advanced voting, which are received prior to the opening of the booth in accord with Section 51 (g) of Bylaw, and the results of the ballots cast at the booth; and shall register the combined results in Form 16 and Form 16 (a) respectively;

(13) the Officer shall decide the validity of a controversial ballot;

(14) In counting the votes, the Officer shall count the votes by showing each ballot to Team Members, eyewitnesses and polling booth agents. The following ballots shall be rejected:

(aa) ballots that do not bear the Commission's accreditation mark;

(bb) ballots that do not bear the signature of the Officer;

Proviso: the Officer, only when he/she finds out while counting that the ballot does not bear his/her signature, shall not sign on the ballot paper in an attempt to conceal his/her omission; such ballots shall be rejected;

(cc) ballots on which more than one candidate are voted;

(dd) ballots on which no candidate is voted;

(ee) ballots on which it is not certain which candidate is voted;

(ff) ballots decided as forged by the Officer;

(gg) ballots that bear marks in order to know who the voter is;

(hh) ballots that are torn

(ii) ballots that have been declared to be deemed as rejected ballots by the Commission;

(15) In counting the ballots cast under advanced voting, the Officer shall count them by showing each ballot to Team Members, eyewitnesses and polling booth agents. The following advanced ballots shall be rejected:

(aa) ballots that do not bear the Commission's accreditation mark;

(bb) ballots that do not bear the official seal of the Ward and Village-Tract Sub-commission;

(cc) ballots that do not bear the name and signature of the in-charge who issued them;

(dd) ballots on which more than one candidates are voted;

(ee) ballots on which no candidate is voted;

(ff) ballots on which it is not certain which candidate is voted;

(gg) ballots decided as forged by the Commission, Sub-commission or the Officer;

(gg) ballots that bear marks in order to know who the voter is;

(hh) ballots that are torn;

(ii) ballots that have been declared to be deemed as rejected ballots by the Commission;

(16) After all the ballots have been counted, the Officer shall register the votes each candidate receives in Form 16 and Form 16 (a) in numbers as well as in letters respectively; and make five copies of them for each respective Hluttaw. The copies of those forms shall be signed on by the Deputy Officer, Team Members, polling booth agents and at least **four** eyewitnesses; and a copy shall be delivered to the Township Sub-commission and two other copies to the relevant Ward or Village-tract Sub-commission, while the fourth copy shall be kept by the Officer and the last one shall be posted at the polling booth.

- (17) The Officer shall give the respective Hluttaw candidates, their election agents or polling booth agents or assistant agents to review the rejected ballots and advanced ballots. Each rejected ballot must be numbered. The reason of rejection for each rejected ballot paper shall be mentioned in the designated Form 17 and 17 (a) respectively, along with the Officer's signature.
- (18) After counting all the ballots drawn from the ballot box and the advanced ballots received from Ward or Village-tract Sub-commission prior to the polling hours, the Officer shall put all the ballots and advanced ballots that are entitled to each Hluttaw candidate into envelopes and seal them off. He/she shall also permit the polling booth agent or their assistants to use their seals. The Officer shall write the candidate's name, constituency, ward or village-tract name, and the polling booth number on each envelope clearly; put all the rejected ballots in another envelope and seal it, and allow the polling booth agents or their assistants to seal it too. The Officer shall write the constituency, ward or village-tract name, and the polling booth number on this envelope, and then put those envelopes all together in another package.
- (19) After the polling booth has been closed, the Officer shall put together the followings into a package each, and seal them off. The types of items in the package, ward or village tract names and the polling booth number shall be written on each package. The polling booth agents of the respected Hluttaw candidates or their assistants shall be allowed to use their official seals if they want to, and then all those packages shall be put together again in a bigger one:
- (aa) unused blank ballot papers, receipts and Form 16 (a);
 - (bb) voting roll for the polling booth;
 - (cc) receipts for the advanced ballots;
 - (dd) Form 17's and 17 (a)'s for rejected ballots.
- (20) the Officer shall put together the packages mentioned in Paragraph 18 and 19 into a big bag, with his/her official seal. The polling booth

agents or their assistants shall be allowed to use their official seals if they want to. Then this bag shall be delivered to the Township Sub-commission along with the envelope containing Form 16 and 16 (a). The polling booth number, and ward or village-tract name from which the bag is delivered shall be written on it.

- (21) The Officer shall send the bag and the envelope containing Form 16 and 16 (a), mentioned in Paragraph 20, to the Township Sub-commission immediately. If the delivery is not possible either because of a disaster or security concerns, the Officer shall deposit them at the relevant Ward or Village-tract Sub-commission, which shall again deliver the bag and the envelope containing Form 16 and 16 (a) to the Township Sub-commission in a haste.

- (e) to report to and request instructions from the respected Ward or Village-tract Sub-commission if matters other than those shown above occur.

Duties and Rights of the Deputy Officer

6. The Deputy Officer has the following duties and rights:
- (a) He/she shall undertake the following tasks prior to holding respective Hluttaw elections:
 - (i) to meet and coordinate ahead of the elections with the Team Members regarding the implementation of the jobs entitled to them;
 - (ii) to explain to the Team Members important points mentioned in the working guidelines, relevant Hluttaw election laws, bylaws and directives;
 - (iii) to discuss with Team Members the time and spot to gather en route to the assigned polling booth prior to holding respected Hluttaw elections;
 - (b) He/she shall undertake the followings prior to the opening of the polling booth:
 - (i) to draw the following items from the relevant Ward or Village-Tract Sub-commission:
 - (aa) voting rolls that belong to his/her polling booth;
 - (bb) ballot boxes;

- (cc) rubber seals to express the voter's wishes (to draw enough pieces to cover the number of polling rooms)
 - (dd) Form 11 that documents ballot counts and scrutiny, Form 12 that summarizes preparations of voting rolls, Form 13 for advanced voters, Form 14 that have the list of objected voters, Form 16 and 16 (a) that are the lists of votes respective Hluttaw candidates receive, Form 16-1 that is the list of ballots that remain blank, Form 17 and 17 (a) of the rejected ballots, Working Guideline Appendix Forms (b), (c) and (d);
 - (ee) ink pad;
 - (ff) rope;
 - (gg) seal stamp and wax block;
 - (hh) candle and lighter;
 - (ii) paper on which the polling booth number is mentioned;
 - (jj) ball point pens (only blue and black ones to be used);
 - (kk) bags for ballot papers and other necessary items to be put in; two small bags for each respective Hluttaw candidate; four small bags for items mentioned in Section (5), Sub-section (d) and its subsection (xvi); and one big bag for each respective Hluttaw candidate to put all those items together;
 - (ll) ruler to detach the ballot papers;
 - (mm) bowls or containers to put the counted the votes;
 - (nn) ink jars or ink mugs required in marking the voters who have cast ballots in order to prevent them from voting again;
 - (oo) other necessary items.
- (ii) to enter serial numbers on all the remaining portions of the ballot papers in each of the ledgers received: Because the same Ward or Village-tract name and the polling booth number are printed on the said remaining portions, after filling the blanks from Page 1 to 5 in each ledger, data need not be entered on pages starting from 6 until 50. The person who issue the ballot paper shall save workload and time by entering only voter names and ballot paper number on those said remaining portions);

- (iii) to check whether the page numbers on the voting rolls are correct and complete;
- (iv) to check the senior numbers of the voters on the voting rolls;
- (v) to locate the Team Members at the designated spots;
- (vi) to locate as designated the persons who can be permitted to enter the polling booth;
- (vii) to show the empty ballot box to Team Members and polling booth agents as well as others present at the booth; and to place it at the designated spot after closing it completely as directed;
- (viii) to prepare an ink pad and a piece of cloth for the persons who do not read and write so that they can put their fingerprint and clean their finger after;
- (c) He/she shall undertake the followings on the Election Day during the polling hours:
 - (i) to arrange for order at the polling booth, free and fair voting, and the entering of the eligible voters to the polling booth in an orderly manner;
 - (ii) to assist voters who are not physically fit to put ballot they have accomplished into the ballot box;
 - (iii) to inform the Officer immediately if a voter is found taking the ballot paper out of the polling booth without casting it into the ballot box, or tearing the ballot paper and casting it;
 - (iv) to inspect as necessary for the polling booth security;
 - (v) to perform the duties and rights of the Office in his absence.

Duties and Rights of the Voting Roll Inspector

7. The voting roll inspector who is a Team Member shall follow the directives below:
 - (a) to check whether it is the correct Hluttaw voting roll that belongs to his/her booth;
 - (b) to check whether the pages and the number of pages in the voting roll received are correct and complete;
 - (c) to check whether the voters seniorities in the roll received are correct;
 - (d) to check whether the roll of advanced voters who have cast votes has been registered in the voting rolls;

- (e) to instruct the voter to put his/her signature or the fingerprint of the left thumb straight at his/her name on Form 1 and Form 1(a) after that person has been scrutinized and permitted to vote;

Proviso: to inform and follow instructions from the Officer if an eligible voter in the country who was out of his/her own constituency, or a person who was abroad on an official state visit arrives back to his/her respective polling booth in time on the Election Day, who can present a recommendation letter from the respective department head or military commander or embassy head or permanent representative office head or consulate head that this person has not cast votes.

- (f) to report to the Officer immediately if a voter's personal information is contrary to that mentioned in the voting roll;
- (g) to not allow under any circumstances a person who comes to vote on someone else's behalf to do so;
- (h) to report to the Officer immediately if a person who attempts to draw ballot paper in disguise of someone else is found out;
- (i) to report to the Officer immediately if a person who comes to vote is suspected of not being the real voter expected;
- (j) to hand the voting roll drawn over to the Officer after voting roll inspection is finished; and to get the Officer sign the receipt on the back page of Appendix (b) that is with the Officer;
- (k) The voting roll inspector shall not hand his/her duties over to any other person without permission from the Officer.

Proviso: If the voting roll inspector wants to go to the restroom, a Team Member assigned by the Office shall take over the job temporarily.

Duties and rights of the ballot paper issuer

8. The ballot paper issuer who is a Team Member shall follow the directives below:
 - (a) to check whether it is the correct Hluttaw ballot ledger that belongs to his/her booth;
 - (b) to check whether the ballot ledgers obtained have the correct number of ballot papers;
 - (c) to check whether the ballot papers obtained bear the Officer's signature;

- (d) to register in the remaining portion of the ballot paper, if the eligible voter's name and the seniority in the voting roll are correct, before the latter is detached and given to the voter; to have the voter to sign or fingerprint his/her left thumb on the remaining portion of the ballot, and then to give the ballot paper to the voter; and to note on the voting roll only in the format of "*ledger serial number/ballot paper serial*";
For example: To note as "3/15" for the ballot paper serial No. 15 of ledger No 3.
- (e) to have the voters who do not read and write to clean their hand with the cloth as their hand is stained with ink for fingerprint;
- (f) to be special careful not to inadvertently let an extra ballot paper go while issuing the ballot paper;
- (g) to not issue ballot papers that are stained or torn already; and to report to the Officer if such papers are found;
- (h) to check from time to time whether the number of ballot papers issued and that of the remaining ballots are consistent with the voters who have cast ballots; and to report to the Officer immediately should there be any disagreement;
- (i) to hand over the voting roll and the remaining ballot papers after checking them to the Officer after the polling hours are over;
- (j) to hand over the remaining ballot papers to the Officer by having him/her to sign the receipt on the back of Appendix (c) that was received from him/her;
- (k) to not hand over his/her jobs to any other Team Member without permission from the Officer

Proviso: If the ballot paper issuer wants to go to the restroom, a Team Member assigned by the Office shall take over the job temporarily.

Duties and rights of the person in charge of polling booth security

- 9. A person taking charge of the polling booth security shall undertake the followings.
 - (a) to check whether the ballot boxes that he/she is responsible to monitor are placed at the designated spots;
 - (b) to check whether the ballot boxes have holes made easy enough for ballot papers to be put through;

- (c) to manage as necessary for the voters to be able to get in and out of the polling booth in an orderly manner as well as for the voting to complete within the polling hours;
- (d) to assist together with the Deputy Officer a person who came to vote but is not physically fit to cast his/her ballot into the box on his or her own;
- (e) to report to the Officer immediately in the case of the ballot box being unlawfully taken away or ballot papers inside the boxes being damaged or lost due to an intentional or unintentional act;
- (f) to monitor each voter whether he/she cast ballots into the ballot box; and to report to the Officer immediately if a voter is found taking the ballot paper out of the polling booth without casting it into the box or attempting to tear it and cast it;
- (g) to report to the Officer immediately if any act suspicious to be detrimental to the polling is discovered;
- (h) to not hand his/her duties over to any other person without permission from the Officer;

Proviso: If the security wants to go to the restroom, a Team Member assigned by the Officer shall take over the job temporarily.

- (i) to oversee that the election observers are in order and do not disrupt voting;
- (j) to oversee that all those who have cast ballots are marked voted with ink;

Duties and rights of the Team Member in charge of marking voted

10. The Team Member who is in charge of marking the voters voted have the following duties.

- (a) to draw from the Officer before the polling booth is opened ink jug or ink pad required;
- (b) to inquire the voters leaving the polling booth whether they have finished voting for the respected Hluttaws;
- (c) to ink on the voter's left little finger nail if they have finished voting;

Proviso: to ink on any other finger nail if the voter does not have a little finger.

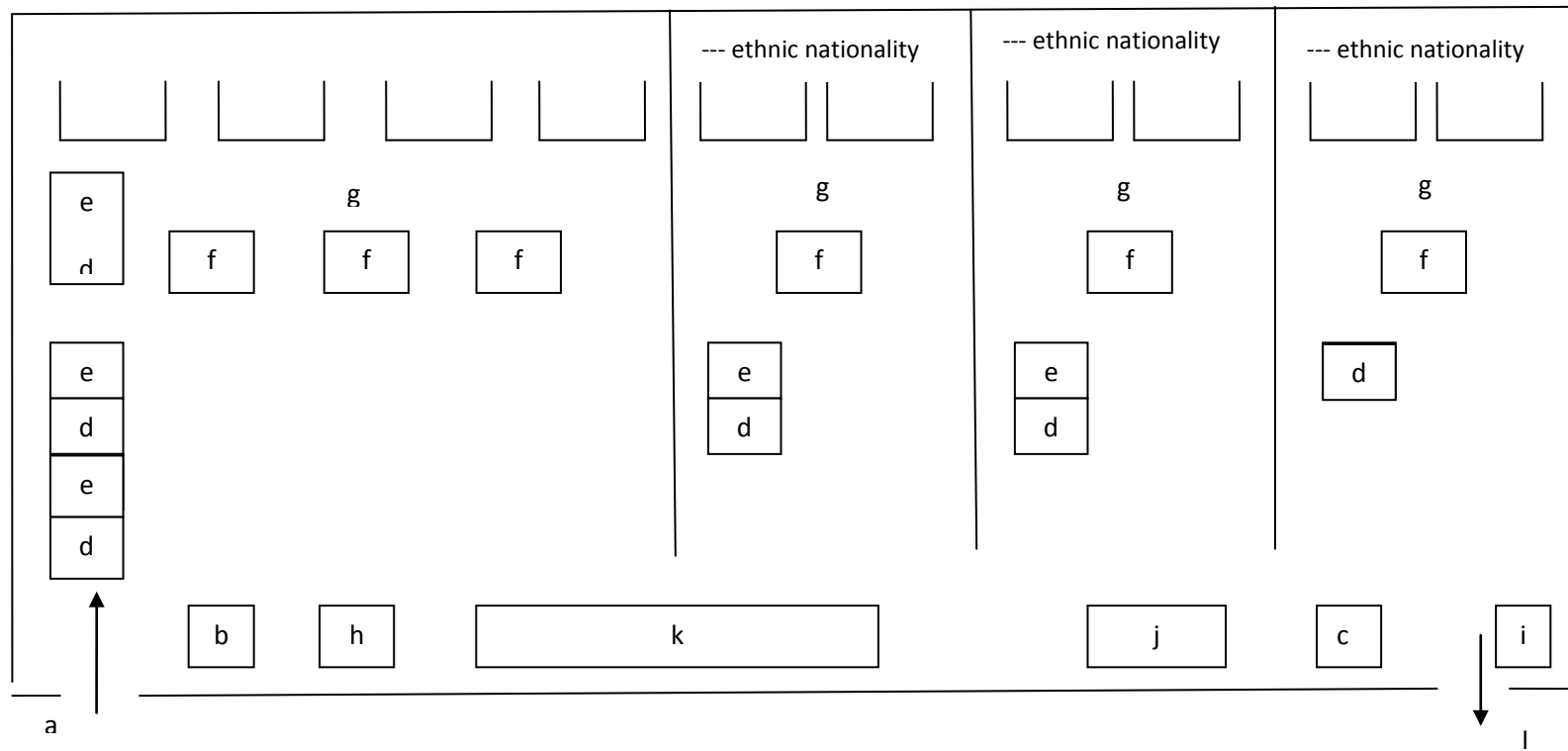
Miscellaneous

11. The polling booth officer and polling booth team members shall undertake the followings.
 - (a) to archive systematically all the statistics and documents related to the polling;
 - (b) to oversee the secret ballot;
 - (c) to make sure that any information other than that permitted by the Commission is kept confidential and is not released;
 - (d) to be impartial during the poll and not to campaign for or act in favour of any candidate;
12. If a person performs a malpractice at the booth or does not follow the directions by the Officer given in performing his/her duties, this person shall be removed from the booth immediately by the police official on duty or anyone tasked by Ward or Village-tract Sub-commission to perform security or a Team Member as per the Officer's order.
13. The Officer can instruct the police officer on duty or any other person in charge of security to arrest a person who is found to have committed or to be committing any of the offences mentioned in Election Laws;
14. Regarding any offenses committed during the election, an eligible voter in a constituency or a Hluttaw candidate or election agent, or a member of the sub-commission which is overseeing the constituency can file a complaint with sound evidence in accord with law before or during or fifteen days after the election day;
15. Voting roll inspectors, ballot paper issuers and those in charge of the polling booth security shall have to perform other duties assigned by the Officer and the Deputy Officer;
16. The Officer or the Deputy Officer or a Team Member, after arriving at the polling booth they are assigned to, shall report to the relevant Ward or Village-Tract Sub-commission immediately if he or she cannot perform his/her duties due to an illness or any other inevitable cause.

Appendix Form (a)

Polling Booth Sample Layout

For the Pyithu Hluttaw, Amyotha Hluttaw, Region/State Hluttaw (including ethnic nationalities seats) elections



a = entrance
 b = polling booth officer
 c = deputy polling booth officer
 d = Hluttaw/ethnic nationality voting roll inspector

e = Hluttaw/ethnic nationality ballot paper issuer
 f = Hluttaw/ethnic nationality ballot boxes
 g = secret rooms
 h = polling booth security

i = ink marker
 j = ward/village tract sub-commission member
 k = candidate/election agent/polling booth agent/assist agents
 l = exit

Remark:

1. Between 300 and 3000 voters are designated to each polling booth.
2. The commission seal and watermark are printed green on the back page of the Pyithu Hluttaw ballot paper, and the ballot box is painted green too.
3. The commission seal and watermark are printed blue on the back page of the Amyotha Hluttaw ballot paper, and the ballot box is painted blue too.
4. The commission seal and watermark are printed purple on the back page of the Region or State Hluttaws ballot papers, and the ballot box is painted purple too.
5. The names of the candidates for the ethnic nationalities seats in each Region or State Hluttaws will be printed in letters clearly.

Appendix (b)

Form to be used when the Officer issues voting rolls to Team Members who are Voting Roll Inspectors

No	Relevant Hluttaw	voting roll number		Signature of the recipient
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

2

Form for Handing the Voting Rolls over to the Officer by the Inspector

No	Relevant Hluttaw	voting roll number		Signature of the Submitter
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Received

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Appendix (c)

Form to be Used when the Officer issues Ballot Ledgers to the Ballot Paper Issuers of Team Members

No	Relevant Hluttaw	Number of ballot ledgers		Signature of the Recipient
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

2

Form for Handing the Ballot Ledgers over to the Officer by the Team Members who Drew the Ballot Ledgers

No	Relevant Hluttaw	Number of ballot ledgers		Signature of the Submitter
		In Number	In Letter	
1	Pyithu Hluttaw			
2	Amyotha Hluttaw			
3	Region or State Hluttaw			
4	Candidate for the relevant Ethnic Nationality Hluttaw seat			

Officer's signature-----

Polling Booth Number -----

----- Ward or Village-Tract

----- Township

Appendix (d)**Summary**

----- Hluttaw Constituency No ()

----- Ward or Village-Tract

----- Township

Date of the Election is held ----- Polling Booth No -----

No	Time	Report Summary

Remark: After each action taken has been written in the Summary, all the officials who undertake that action along with the Officer shall also sign in it.

Officer's Signature -----

Name -----