

## Q INDEPENDENT NATIONAL ELECTORAL COMMISSION

### APPROVED GUIDELINES AND REGULATIONS FOR THE CONDUCT OF 2015 GENERAL ELECTIONS

<p>In exercise of the powers conferred by the Constitution of the Federal Republic of Nigeria 1999 (as amended) and the Electoral Act 2010 (as amended), the Independent National Electoral Commission (INEC) here in referred to as “the Commission” issues the following Guidelines and Regulations for the 2015 General Elections.</p>	
<p>1. The Commission shall conduct Elections into the following Offices and Legislative Houses:</p> <ul style="list-style-type: none"><li>a. President and Vice President;</li><li>b. Governor and Deputy Governor;</li><li>c. National Assembly (Senate and House of Representatives);</li><li>d. State Houses of Assembly;</li><li>e. Chairmen and Vice - Chairmen of Area Councils (FCT); and</li><li>f. Councillors of Area Councils Legislature</li></ul>	<p>Mandate of the Commission to conduct Elections</p>
<p>2. A person shall be eligible to vote at an election conducted by the Commission if he/she is registered as a voter, and his/her name appears on the register of voters, and he/she presents a voter’s card at his/her polling unit.</p>	<p>Persons entitled to vote</p>
<p>3. The Commission shall appoint for each Polling Unit (PU), a Presiding Officer (PO) and three (3) Assistant Presiding officers (APOs).</p>	<p>Appointment of Presiding Officers/Asst. Presiding Officers</p>
<p>4. Voting shall be in accordance with the re-modified open secret ballot system (REMOBS), the procedures specified in these Guidelines, other Commission’s Regulations and the Election Manual.</p>	<p>Method of Voting</p>
<p>5(a) Voting shall take place at polling units which may be situated within designated Polling Stations (Two or more polling units).</p> <p>(b) Voting points (VP) are created at polling units based on a maximum of 750 registered voters or as may otherwise be</p>	<p>Polling Stations, Polling Units and Voting points</p>

<p>decided by the Commission</p> <p>(c) Where available, voting points shall be located within enclosures. Where voting points are in open spaces, canopies shall be provided for each voting point and established in accordance with the polling unit set-up.</p> <p>(d) Where voting points have been created, there shall be four (4) Assistant Presiding Officers (APOs) for each voting point within the affected polling unit, under the supervision of the Assistant Presiding Officer (VP).</p> <p>(e) The Presiding Officer may delegate the responsibility of accreditation, preparing and issuing of ballot papers, to the Assistant Presiding Officer in-charge of a voting point;</p> <p>(f) Voting shall take place at polling units or voting points as the case may be.</p>	
<p>6(a) A political party sponsoring a candidate may by notice appoint one person as its polling agent for each polling unit, one party 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.</p> <p>(b) Where voting points are established, political parties may appoint polling agents for each voting point.</p> <p>(c) The notice referred to in sub paragraph (a) of this paragraph shall be in writing, signed, addressed and delivered to:</p> <ol style="list-style-type: none"> <li>i. the Chairman of the Commission in the case of party agents for collation at the Presidential election;</li> <li>ii. Resident Electoral Commissioner in the case of party agents for Collation at the Governorship election;</li> <li>iii. the Electoral Officer in all cases of polling agents for polling units/voting points, and party agents for Registration Area/Ward and LGA Collation;</li> </ol> <p>(d) The notice shall contain the names, addresses and recent passport photographs of the polling agents/party agents and the respective polling units/voting points or collation centres to which they have been assigned and submitted not later than 7</p>	<p>Appointment of Poll/Party Agents</p>

<p>days before the election.</p> <p>(e) No person shall be qualified to be appointed or serve as a polling agent/party agent to any political party if, being a person employed in the public service of the Federation or of any State or Local Government or Area Council he/she has not resigned or withdrawn or retired from such employment at least 90 days before the date of the election.</p>	
<p><b>ACCREDITATION AND VOTING PROCEDURE A ELECTIONS</b> (See attached Schematics I(a), I(b), II(a) and II(b))</p>	
<p>7(a) No person shall be allowed to vote at any polling unit/voting point other than the one to which he/she is allotted and his/her name appears on the register of voters, and he/she presents his/her permanent voter's card, and has been verified by the Card Reader, or as otherwise determined by the Commission.</p> <p>(b) No voter shall cast his/her vote other than by personally attending the polling unit/voting point and in the manner prescribed by the Commission.</p> <p>(c) The Presiding Officer shall regulate the admission of voters to the polling unit/voting point, and shall exclude all other persons except candidates or their polling agents, other poll and election officials, security personnel, accredited observers and any other person who in his opinion has lawful reason to be admitted.</p>	<p>Voting at appropriate polling unit/voting point</p>
<p>8(a) There shall be separate periods for accreditation and voting.</p> <p>(b) The accreditation process shall comprise of verification of voters using the Card Reader; Checking of the Register of voters; and inking of the cuticle of the specified finger.</p> <p>(c) Accreditation shall commence at 8:00 am and close at 1:00 p.m, provided that all voters who are already on the queue by 1:00 pm shall be accredited.</p>	<p>Accreditation</p>
<p>9. At 8:00 am, the Presiding Officer shall:</p> <p>(a) allow voters into the polling unit in an orderly queue;</p> <p>(b) Separate the queue between men and women, where the culture does not allow the mingling of men and women;</p>	<p>Opening of poll</p>

(c) declare the polling unit open for accreditation;

(d) introduce the poll officials, and polling agents present; and

(e) explain the accreditation procedure.

10. The voter shall present himself/herself to the APO (III) for the polling unit or voting point who shall determine that he/she is at the correct polling unit or voting point, and if satisfied direct the voter to the APO I.

(a) the APO I shall:

i. request for the PVC from the voter;

ii. read the PVC using the Card Reader to ascertain that the photograph on the permanent voter's card is that of the voter and that the polling unit details correspond with those of that polling unit;

iii. request the voter to place the appropriate finger in the place provided on the Card Reader for authentication; and

(b) on verification by the Card Reader, proceed to document the gender of the voter, and the status where applicable of any voter with disability.

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

(a) request for the permanent voter's card;

(b) check the Register of Voters to confirm that the voter's name, details, and Voter Identification Number (VIN) are as contained on the Register of Voters;

(c) tick the left side of the name of the voter, if the person's name is on the Register of Voters;

(d) apply indelible ink to the cuticle of the specified finger on the left hand, and issue him/her with an accreditation tag bearing the signature of the PO or the APO II delegated by him/her, date of election, and the voter's serial number on

the Register of Voters;

(e) advise the voter to leave the polling unit/voting point area and to be available by 1:30pm for commencement of voting at the conclusion of accreditation.

12(a) Where the permanent voters' card (PVC) presented by the voter is not for the polling unit, the APO I shall politely inform the voter and advise him/her to proceed to the appropriate polling unit.

(b) Where the voter is not verified after the 2<sup>nd</sup> attempt using the Card Reader, the APO I shall refer the voter to the Presiding Officer / APO (VP) as the case may be, who shall:

- i. Examine and ascertain if the PVC belongs to the voter.
- ii. If satisfied that it belongs to the voter and that the voter had not been previously verified, direct the voter to the APO II for Register of Voters check and inking to continue with other accreditation processes.

(c) In the event that the PVC fails to be read by the Card Reader, the APO I shall refer the voter to the Presiding officer or APO (VP) as the case may be, who shall:

- i. file a report of the incident;
- ii. inform the voter of problem, and that he / she cannot be accredited; and
- iii. politely request the voter to leave the polling zone.

13(a) In the event of sustained malfunction of the Card Reader, the Presiding Officer shall:

- i. immediately inform the Supervisory Presiding Officer (SPO), the Electoral Officer (EO) , and the Electoral Operations Support Centre (EOSC) for replacement; and
- ii. suspend accreditation until a new Card Reader is made available;
- iii. file a report of the incident; and

<p>iv. inform the voters and polling agents of the situation.</p> <p>(b) Where a replacement Card Reader is not available by 1:00pm, the Presiding Officer or APO (VP) as the case may be, shall:</p> <ul style="list-style-type: none"> <li>i. inform the SPO, EO, and EOSC of the situation;</li> <li>ii. file a report of the incident; and</li> <li>iii. inform the voters and polling agents that accreditation and voting for the affected polling unit or voting point, shall continue the following day.</li> </ul> <p>14. At 1:00 pm or whenever accreditation ends, the Presiding Officer shall:</p> <ul style="list-style-type: none"> <li>(a) declare accreditation closed, but ensure that all eligible voters already on the queue by 1.00 pm are accredited;</li> <li>(b) direct the security agent present to stand behind the last person on the queue to prevent anyone from joining it;</li> <li>(c) obtain the number of voters verified from the Card Reader;</li> <li>(d) count the number of accredited voters, in the Register of Voters.</li> <li>(e) compare the number verified by the Card Reader with the number checked in the Register of Voters,</li> <li>(f) Where the two numbers agree, announce loudly the number of accredited voters and the total number of voters in the Register of Voters for the polling unit/voting point.</li> <li>(g) enter the figures into the appropriate forms EC.8A/EC8VP series.</li> </ul> <p>15(a).Where a discrepancy occurs between the number of voters verified and the number checked in the Register of Voters, the Presiding Officer shall:</p> <ul style="list-style-type: none"> <li>(b) take into account any incidents of failed verification and reconcile the numbers;</li> </ul>	<p>Close of Accreditation</p>
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<p>16(a) Voting commences at 1:30 pm or whenever accreditation ends.</p> <p>(b) The Presiding Officer, after setting up the polling unit layout in the manner prescribed, shall:</p> <ol style="list-style-type: none"> <li>i. explain the voting procedure to the voters.</li> <li>ii. invite all voters to form a single queue.</li> <li>iii. separate the queue between men and women, where the culture does not allow the mingling of men and women.</li> <li>iv. request a security agent to stand behind the last person on the queue to prevent any unaccredited person joining in.</li> <li>v. open the ballot box and display it in the full view of all persons present at the polling unit/voting point to show that the ballot box is empty.</li> <li>vi. lock the ballot box with the seal provided and place it in the open and most suitable position within the polling unit or voting point.</li> <li>vii. place the ballot papers and tendered ballot papers on the table.</li> <li>viii. declare the poll open.</li> <li>ix. invite the voters on the queue to approach the APO II in an orderly manner.</li> </ol> <p>17. At the point of voting, the APO I (Verification &amp; Statistics) shall become the APO I (Overseer); APO II (Register of Voters Check &amp; Inking) becomes APO II (ballot paper issuance &amp; Inking); and APO III (Queuing) remains APO III (Queuing).</p> <p>18. On presentation of the PVC by a voter, the APO II shall:</p> <ol style="list-style-type: none"> <li>(a) check the cuticle of the appropriate finger/ thumb-nail of the voter to confirm that he/she has been accredited and receive the number tag for ease of location of voter's name on the Register;</li> <li>(b) on being satisfied that the person before him/her has been duly accredited, stamp and sign with date on the back of ballot paper;</li> </ol>	<p>Commencement of Voting</p>
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<p>(c) issue the endorsed ballot papers to the voter, tick the Register of Voters in the appropriate box against voter's name indicating that he/she has been issued with ballot papers for the elections;</p> <p>(d) apply indelible ink on the cuticle of the voter's appropriate thumb/finger nail according to the type of election:</p> <ul style="list-style-type: none"> <li>• left thumb in the case Presidential and National Assembly elections for the 14<sup>th</sup> February, 2015 elections</li> <li>• left index finger in the case of Governorship and State Assembly elections for the 28<sup>th</sup> February, 2015 elections</li> </ul> <p>(e) request the voter to proceed to the voting cubicle to thumb-print the ballot papers in secret, in the space provided beside the logo of the party of the voter's choice;</p> <p>(f) advise the voter to fold the ballot papers vertically and proceed to the APO I (Overseer); and</p> <p>(g) the APO I (Overseer) ensures that the voter deposits the thumb printed or marked ballot papers into the appropriate ballot boxes placed in the open view.</p> <p>19. The Presiding Officer shall allow a voter who is blind or is otherwise unable to distinguish symbols or who suffers from any other physical disability to be accompanied into the polling unit/voting point and be assisted to vote by a person chosen by him/her, other than a poll agent.</p> <p>20. Visually impaired registered voters may where available, use the Assistive Tactile facilities.</p> <p>21. A voter shall not make any mark on the ballot paper by which he/she may be identified. If he/she does so, such ballot paper shall be rejected provided that any print resulting from the staining of the finger-print of the voter in the voting compartment shall not be deemed to be a mark for identification.</p> <p>22. A voter who by accident deals with his ballot paper in such a manner that it may not be conveniently used for voting may deliver it to the Presiding Officer and if the Presiding Officer is satisfied that the ballot paper is spoilt he shall issue another ballot paper to the voter in place of the ballot paper delivered up, and the spoilt ballot paper shall be immediately marked</p>	<p>Blind or incapacitated Voter</p> <p>Voter not to make a mark for identification</p> <p>Accidental destruction of ballot paper</p>
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<p>“cancelled” by the Presiding Officer.</p>	
<p>23. If a person claiming to be entitled to vote applies for a ballot paper after some other person has voted in the name given by the claimant, he/she shall, upon satisfactory answers given to any questions put to him/her by the APO II is entitled to receive a ballot paper in the same manner as any other voter; but the ballot paper <i>shall be a tendered ballot paper</i> and deposited in the Tendered ballot envelope in accordance with the procedure.</p>	<p>Tendered ballot</p>
<p>24. After casting his/her ballot, the voter is free to remain within the Polling Station to witness the sorting and counting of votes, and the announcement of results provided he/she is orderly.</p>	
<p>25. After every voter on the queue has voted, the Presiding Officer shall declare voting closed.</p>	<p>Close of Voting</p>
<p>26. At the close of voting, the Presiding Officer shall:</p> <ul style="list-style-type: none"> <li>(a) cancel all the unused ballot papers by crossing them;</li> <li>(b) sort out the ballot papers by party and thereafter loudly count the votes scored by each party in the presence of the polling agents and observers;</li> <li>(c) enter the scores of the candidates in both words and figures in the appropriate forms EC 8A/EC 8A (VP) series;</li> <li>(d) verify the results according to the prescribed procedure;</li> <li>(e) where voting points have been created the appropriate forms EC 8A (VP) series should be attached to the appropriate polling unit forms EC 8A series;</li> <li>(f) sign, date and stamp the appropriate EC 8A forms and request the candidates or their polling agents where available at the polling unit to countersign;</li> <li>(g) loudly announce the votes scored by each party;</li> <li>(h) give to the polling agents and the security agent, a copy each of the completed forms after it has been duly signed; and</li> <li>(i) post the completed Publication of Result Poster EC 60(E) at the Polling Unit.</li> </ul>	<p>Sorting and Counting of ballot, &amp; Recording of Votes</p>

<p>(j) take the card reader 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.</p> <p>(k) the poll agents may accompany the Presiding Officer to RA/Ward Collation Centre.</p> <p>27. Refusal of any candidate or polling agent to countersign the appropriate forms EC. 8(A) series shall not invalidate the result from the polling unit.</p> <p>28. Where, the total number of votes cast at a polling unit exceeds the number of registered voters in the polling unit, the result of the election for that polling unit shall be declared null and void. Similarly, where the total number of votes cast at a polling unit exceeds the total number of accredited voters, the outcome of the election shall be declared null and void.</p> <p>29. Where after a crosscheck and recount, the total sum of the numbers of spoiled ballot papers plus rejected ballots plus valid votes do not equal the total number of used ballots, <i>an anomaly exists</i>, and the Presiding Officer shall submit a written report to the RA/Ward Collation Officer.</p> <p>30. The RA/Ward Collation Officer shall examine the report and reconcile the figures. Where the figures cannot be reconciled and the RA/Ward Collation Officer is satisfied that it is as a result of malpractice, he/she shall declare such result null and void and make a report to the LGA Collation officer.</p> <p>31. For Polling Units where election is not held or is cancelled, or the poll is declared null and void in accordance with these guidelines, the Presiding Officer shall report same in writing to the RA/Ward Collation Officer explaining the nature of the problem and the Collation Officer shall fill forms EC 40G, where applicable.</p> <p style="text-align: center;"><b>COLLATION OF ELECTION RESULTS</b></p> <p>32. The collation and declaration of election results shall be done at the following levels depending on the type of election:</p> <p style="padding-left: 40px;">a) Registration Area – RA/Ward (Collation for</p>	<p>Over voting</p> <p>Where election is cancelled or not held</p> <p>Collation of election results</p>
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<p>all elections)</p> <ul style="list-style-type: none"> <li>b) Local Government Area – LGA (Collation for all elections)</li> <li>c) State Constituency (Collation and Declaration of State House of Assembly elections)</li> <li>d) Federal Constituency (Collation and Declaration of House of Representatives elections)</li> <li>e) Senatorial District (Collation and declaration for Senatorial District elections)</li> <li>f) Governorship (Collation and declaration for Governorship elections)</li> <li>g) Presidential (Collation and declaration for Presidential election)</li> </ul> <p>33. The Registration Area/Ward Collation Officer shall:-</p> <ul style="list-style-type: none"> <li>(a) take delivery of the original copies of: <ul style="list-style-type: none"> <li>i. Forms EC 8A, EC8A(I), and 8A(II) for the Presidential, Senatorial and the House of Representatives elections, respectively.</li> <li>ii. Forms EC 8A and EC 8A(I) for Governorship and the State Houses of Assembly elections, respectively</li> </ul> </li> <li>(b) receive the Card Readers from the respective Presiding Officers;</li> <li>(c) compare the number of voters verified by the Card Reader with the number of accredited voters, and total votes cast for consistency;</li> <li>(d) 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;</li> <li>(e) handover the Card Readers to the respective supervisory presiding officers (SPOs), in tamper-evident envelops;</li> </ul>	<p>Collation at RA/ Ward Level</p>
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- (f) collate the votes entered in:
- i. Forms EC 8A, EC 8A(I), and EC 8A(II) for Presidential, Senatorial and the House of Representatives elections, respectively.
  - ii. Forms EC 8A and EC 8A(I) for Governorship and State Houses of Assembly elections, respectively
- (g) add up the polling unit results to get the RA/Ward summary;
- (h) crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;
- (i) enter the votes in both words and figures in the appropriate spaces in Forms EC 8B, EC 8B(I) and EC 8B(II) as the case may be; complete the forms as required, date and sign same and get the polling agents to countersign;
- (j) complete Form EC 40G for polling units where election is cancelled or not held.
- (k) distribute copies of each of the Form EC 8B or EC 8B(1) and EC 8B(II) to each party agent and the Police; and
- (l) take the original copies of Forms EC 8B, EC 8B (I) and EC 8B (II) together with other materials and equipment and reports (if any) received from Presiding Officers at the election to the LGA Collation Centre.
- (m) where there is a discrepancy between the verified figure and the total votes cast, the RA/Ward Collation officer shall:
- i. review the figures against reports from the polling unit;
  - ii. request explanation(s) from the Presiding Officer concerned the circumstances of the inconsistency;
  - iii. accept the result form if satisfied with the explanation(s); and
  - iv. if not satisfied, reject and declare the result null and void as appropriate and prepare a report for the next level of collation.

<p>34. Where at a polling unit, accreditation and voting are to continue the following day on account of the non-availability of a required replacement Card reader, the RA/ Ward Collation Officer shall:</p> <ol style="list-style-type: none"> <li>i. inform the Party Agents and stakeholders at the collation center of the situation;</li> <li>ii. collate the available results from the unaffected polling units; and</li> <li>iii. On conclusion of (ii) above, proceed immediately to the LGA Collation Center where the results from (ii) above shall be quarantined until the following day, when the RA collation shall resume, including the results of the affected polling units.</li> <li>iv. Inform the LGA Collation Officer of the situation, who shall then proceed with the collation of the results of the unaffected RAs/Wards</li> </ol>	<p>Collation at RA/ Ward Level where Election extends to the following day in some PUs</p>
<p>35. The Local Government/Area Council Collation Officer in charge of the Presidential Election shall:</p> <ol style="list-style-type: none"> <li>(a) take delivery of all the originals copies of Forms EC 8B from the Registration Area/Ward Collation officers together with other materials and reports relating to the election including Form EC40(G) (if any);</li> <li>(b) collate the results for the Presidential election by entering the votes in the original copy of Forms EC 8B into form EC 8C in words and figures.</li> <li>(c) add up the RA/Ward results to get the LGA summary.</li> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;</li> <li>(e) date and sign the forms and request the polling agents to countersign;</li> <li>(f) transfer the total number of registered voters of affected polling units from Forms EC 40G into form EC 40G(I);</li> <li>(g) cross-check the entries in the form EC 8C carefully, announce the votes scored by each party and distribute</li> </ol>	<p>Collation of Presidential Results at the LGA level</p>

<p>copies of the forms to the party agents and the Police.</p> <p>(h) complete the results Notice of Result of Poll Poster EC 60E and display it at the Collation Centre;</p> <p>(i) take the original copies of Forms EC 8C to the Presidential Collation Officer at the State Collation Centre together with other materials and reports relating to the election, including Form EC 40G(I).</p>	
<p>36. The State Collation Officer for the Presidential election shall:</p> <p>(a) take delivery of the original copies of Forms EC 8C from the Local Government Area Collation Officers together with other materials and reports relating to the election including Form EC 40G(I);</p> <p>(b) transfer the votes scored by each party from Forms EC 8C into Form EC 8D and enter the votes scored in both words and figures in the spaces provided;</p> <p>(c) add up the LGA results to obtain the State summary;</p> <p>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</p> <p>(e) transfer the total number of registered voters of affected polling units from Forms EC 40G(1) into form EC 40G(2), where elections were cancelled or not held in respect of all the LGAs.</p> <p>(f) cross-check the entries in form EC 8D carefully, and announce loudly the votes scored by each party;</p> <p>(g) sign and date the form and request the polling agents to countersign.</p> <p>(h) distribute copies of forms EC 8D to party agents and the Police.</p> <p>(i) complete the Notice of Result of Poll Poster EC 60E and display it at the Collation Centre;</p> <p>(j) take the original copy of form EC 8D together with other</p>	<p>Collation of Presidential Result at State Level</p>

<p>materials and reports relating to the election which were returned by the Local Government Area Collation Officers to the National Collation Centre, in a tamper-evident envelope.</p> <p>37. The Chief Electoral Commissioner who is the Returning Officer for the Presidential election shall:-</p> <ul style="list-style-type: none"> <li>(a) take delivery of the original copies of forms EC 8D from the State Collation Officers together with other materials and reports relating to the election including forms EC 40G(2), where applicable.</li> <li>(b) collate the votes scored by each party from forms EC 8D into form EC 8D(A) and enter the votes scored by each party in both words and figures in the spaces provided;</li> <li>(c) add up the state results to obtain the national summary</li> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat for computational accuracy;</li> <li>(e) transfer the total number of registered voters of affected polling units from forms EC 40G(2) into form EC 40G(3).</li> <li>(f) cross-check carefully the figures in form EC 8D(A) and announce loudly the votes scored by each party.</li> <li>(g) sign and date the form, and request the party agents to countersign.</li> <li>(h) proceed to distribute copies of forms EC 8D(A) to party agents and the Police.</li> <li>(i) compare the total number of voters on Form EC40G(3) with the Margin of Win between the two leading candidates.</li> <li>(j) if the margin of win is in excess of the figure recorded in form EC 40G(3), proceed to enter the scores of the candidates in form EC 8E for the declaration of the Presidential election result.</li> <li>(k) complete carefully Form EC 8E, sign and date same; and</li> </ul>	<p>Final Collation &amp; Declaration of the Presidential Result</p>
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<p>(l) declare the result of the Presidential election and return the candidate who:</p> <ul style="list-style-type: none"> <li>i. has the majority of votes cast at the election; and</li> <li>ii. has not less than one-quarter of the votes cast at the election in each of at least two-thirds of all the States in the Federation and the Federal Capital Territory, Abuja.</li> </ul> <p>(m) distribute copies of Forms EC 8E to party agents/candidates of each party in the election and the Police;</p> <p>(n) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling units where the elections were cancelled or not held, decline to make a return until another poll has taken place in the affected polling units and the results into a new Form EC 8D(A) and subsequently recorded into form EC 8E for Declaration and Return;</p> <p>(o) complete and display the Notice of Result of Poll Poster EC 60E at the Presidential Collation Centre.</p>	
<p>38. Where a Presidential election is uncontested, the Commission shall follow the procedure outlined in Section 133 of the 1999 Constitution (as Amended)</p>	<p>Uncontested Presidential Election</p>
<p>39. The Local Government/Area Council Collation Officer in charge of Senatorial District Election shall:</p> <ul style="list-style-type: none"> <li>(a) take delivery of all the original copies of forms EC 8B(I) from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election including forms EC40(G) (if any);</li> <li>(b) collate the results for the Senatorial District election by entering the votes from forms EC 8B (I) into form EC 8C(I) in words and figures in the space provided;</li> <li>(c) add up the RA/Ward results to obtain the LGA summary.</li> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</li> </ul>	<p>Collation of Senatorial District election result at LGA/Area Council level</p>



<ul style="list-style-type: none"> <li>(e) date and sign the forms and request the polling agents to countersign;</li> <li>(f) transfer the total number of registered voters of affected polling units from forms EC 40G into form EC 40G(1);</li> <li>(g) cross-check the entries in form EC 8C(I) carefully, announce the votes scored by each party and distribute copies of the forms to the party agents and the Police;</li> <li>(h) complete the Notice of Result of Polls Poster EC 60E and display it at the Collation Centre;</li> <li>(i) take the original copies of forms EC 8C(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 EC 40G(1).</li> </ul>	
<p>40. The Senatorial District Collation/Returning Officer for the Senatorial District election shall:-</p> <ul style="list-style-type: none"> <li>(a) take delivery of the original copies of forms EC 8C(I) from the Local Government Area/Area Council Collation Officers together with other materials and reports relating to the election including form EC 40G(1);</li> <li>(b) collate the results of the Senatorial District election by entering the votes in the original copies of forms EC 8C(I) into form EC 8D(I) and enter the votes scored in both words and figures in the spaces provided;</li> <li>(c) add up the LGA results to obtain the Senatorial District summary;</li> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</li> <li>(e) transfer the total number of registered voters of affected polling units from forms EC 40G(1) into form EC 40G(2).</li> <li>(f) cross-check the entries in form EC 8D(I) carefully, and announce loudly the votes scored by each party;</li> <li>(g) sign and date the form and request the polling agents to</li> </ul>	<p>Final Collation &amp; Declaration of Senatorial District Election Result at State Level</p>

<p>countersign.</p> <p>(h) distribute copies of forms EC 8D(I) to party agents and the Police;</p> <p>(i) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling unit(s) where election was cancelled or not held, decline to make a return until another poll has taken place in the affected polling unit(s) and the results incorporated into a new form EC 8D(I) and subsequently recorded into form EC 8E(I) for Declaration and Return.</p> <p>(j) enter the score of each candidate into the declaration of result form EC 8E(I) for the Senate and return as elected the candidate who scores the highest number of valid votes cast at the Senatorial District election.</p> <p>(k) distribute copies of form EC 8E(I) to party agents and the Police.</p> <p>(l) complete the Notice of Result of Poll Poster EC 60E and display it at the Collation Centre;</p> <p>(m) handover to the Resident Electoral Commissioner, the original copies of forms EC 8D(I) and EC 8E(I) together with other materials relating to the election.</p>	
<p>41. The Local Government/Area Council Collation Officer in charge of Federal Constituency (House of Representatives) election shall:</p> <p>(a) take delivery of all the original copies of forms EC 8B(II) from the Registration Area/Ward Collation officers together with other materials and reports relating to the election including forms EC40(G) (if any);</p> <p>(b) collate the results for the Federal Constituency (House of Representatives) election by entering the votes in the original copies of forms EC 8C(II) in words and figures in the space provided.</p> <p>(c) add up the RA/Ward results to obtain the LGA summary.</p>	<p>Collation of Federal Constituency Election result at LGA/ Area Council Level</p>

<ul style="list-style-type: none"> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</li> <li>(e) date and sign the forms and request the polling agents to countersign;</li> <li>(f) transfer the total number of registered voters of affected polling units from forms EC 40G into form EC 40G(1);</li> <li>(g) cross-check the entries in form EC 8C(II) carefully, announce the votes scored by each party and distribute copies of the forms to the party agents and the Police;</li> <li>(h) complete the Notice of Result of Polls Poster EC 60E and display it at the Collation Centre;</li> <li>(i) take the original copies of forms EC 8C(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 EC 40G(1).</li> </ul>	
<p>42. The Federal Constituency (House of Representatives) Collation/Returning Officer for the Federal Constituency election shall:</p> <ul style="list-style-type: none"> <li>(a) take delivery of the original copies of forms EC 8C(II) from the Local Government Area Collation Officers together with other materials and reports relating to the election including form EC 40G(1);</li> <li>(b) collate the results of the Federal Constituency (House of Representatives) election by entering the votes in the original copies of forms EC 8C(II) into form EC 8D(II) and enter the votes scored in both words and figures in the spaces provided;</li> <li>(c) add up the LGA results to obtain the Federal Constituency (House of Representatives) summary;</li> <li>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</li> <li>(e) transfer the total number of registered voters of affected polling units from forms EC 40G(1) into form EC 40G(2);</li> </ul>	<p>Final Collation &amp; Declaration of Federal Constituency Election at Federal Constituency Level</p>

<p>(f) cross-check the entries in form EC 8D(II) carefully, and announce loudly the votes scored by each party;</p> <p>(g) sign and date the form and request the polling agents to countersign.</p> <p>(h) distribute copies of forms EC 8D(II) to party agents and the Police;</p> <p>(i) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling units where election was cancelled or not held, decline to make a return until another poll has taken place in the affected polling units and the results incorporated into a new form EC 8D(II) and subsequently recorded into form EC 8E(II) for Declaration and Return.</p> <p>(j) enter the score of each candidate into the declaration of result form EC 8E(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.</p> <p>(k) distribute copies of form EC 8E(II) to party agents and the Police.</p> <p>(l) complete the Notice of Result of Poll Poster EC 60E and display it at the Collation Centre;</p> <p>(m) handover to the Resident Electoral Commissioner the original copies of forms EC 8D(II) and EC 8E(II) together with other materials relating to the election.</p> <p>43. The Local Government Area Collation Officer in charge of Governorship Election shall:-</p> <p>(a) take delivery of all the originals copies of forms EC 8B from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election including the forms EC40(G) (if any);</p> <p>(b) collate the results for the Governorship election by entering the votes in the original form EC 8B into form EC</p>	<p>Collation of Governorship result at LGA Level</p>
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<p>8C in words and figures.</p> <p>(c) add up the RA/Ward results to get the LGA summary;</p> <p>(d) crosscheck the totals with the Electronic Collation Support Secretariat, where available, for computational accuracy;</p> <p>(e) date and sign the forms and request the polling agents to countersign;</p> <p>(f) transfer the total number of registered voters of affected polling units from forms EC 40G into form EC 40G(I);</p> <p>(g) cross-check the entries in form EC 8C carefully, announce the votes scored by each party and distribute copies of the form to the party agents and the Police;</p> <p>(h) complete the Notice of Result of Poll Poster EC 60E and display it at the collation centre;</p> <p>(i) take the original copy of form EC 8C to the Governorship Collation Officer at the State Collation Centre together with other materials and reports relating to the election, including forms EC 40G(1).</p>	
<p>44. The State Collation/Returning Officer for the Governorship election shall:</p> <p>(a) take delivery of the original copies of form EC 8C from the Local Government Area/ Area Council Collation Officers together with other materials and reports relating to the election including form EC 40G(1);</p> <p>(b) transfer the votes scored by each party from forms EC 8C into form EC 8D and enter the votes scored in both words and figures in the spaces provided;</p> <p>(c) add up the LGA results to obtain the State summary;</p> <p>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</p> <p>(e) transfer the total number of registered voters of affected polling units from forms EC 40G(1) into form EC 40G(2) where election is cancelled or not held in respect of all</p>	<p>Final Collation &amp; Declaration of Governorship Result at State Level</p>

LGAs.

- (f) cross-check the entries in form EC 8D carefully, and announce loudly the votes scored by each party;
- (g) sign and date the form and request the polling agents to countersign;
- (h) distribute copies of form EC 8D to party agents and the Police;
- (i) compare the total number of voters on form EC40G(3) with the margin of win between the two leading candidates;
- (j) if the margin of win is in excess of the figure recorded in form EC 40G(3), proceed to enter the scores of the candidates in form EC 8E for the declaration of the Governorship election result;
- (k) complete carefully Form EC 8E sign and date same; and
- (l) declare the result of the Governorship election and return the candidate who:
  - i. has the majority of votes cast at the election; and
  - ii. has not less than one-quarter of the votes cast at the election in each of at least two-thirds of all the LGAs in the State.
- (m) distribute copies of form EC 8E to party agents/candidates of each party in the election and the Police.
- (n) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling unit(s) where elections was cancelled or not held, decline to make a return until another poll has taken place in the affected polling unit(s) and the results incorporated into a new form EC 8D and subsequently recorded into form EC 8E for Declaration and Return.
- (o) complete the Notice of Result of Poll Poster EC 60E and

<p>display it at the Collation Centre; and</p> <p>(p) Hand over to the State Resident Electoral Commissioner the original copy of form EC 8D and the declaration of result form EC 8E together with other materials pertaining to the election.</p> <p>45. Where a Governorship election is uncontested, the Commission shall follow the procedure outlined in Section 179 of the 1999 Constitution (as Amended)</p> <p>46. The LGA Collation Officer in charge of State Constituency (House of Assembly) Election shall:-</p> <p>(a) take delivery of the original copies of forms EC 8B(I) from RA/Ward Collation Officers together with other materials and reports relating to the election including form EC 40G(I), where applicable ;</p> <p>(b) collate the results for the State Constituency (State House of Assembly) election by entering the votes in the original copies of forms EC 8A(I) into form EC 8B(I) in words and figures in the space provided;</p> <p>(c) add up the RA/Ward results to obtain the LGA summary; ;</p> <p>(d) data and sign the forms and request the party agents to countersign ;</p> <p>(e) cross-check the totals with the Electronic Collation Support Secretariat, where available for computational accuracy</p> <p>(f) transfer the total number of registered voters of affected polling units from forms EC 40G into form EC 40G(1);</p> <p>(g) cross-check the entries in form EC 8C(I) carefully, announce the votes scored by each party and distribute copies of the form to the party agents and the Police.;</p> <p>(h) enter the score of each candidate into form EC 8E(I) for the State Constituency (State House of Assembly) and return as elected the candidate who scores the highest</p>	<p>Uncontested Governorship Election</p> <p>Collation/ Declaration of State Constituency Election Result with not more than one LGA at LGA Level</p>
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<p>number of valid votes cast at the State Constituency (State House of Assembly) election;</p> <p>(i) distribute copies of form EC 8E(I) to party agents and the Police;</p> <p>(j) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling unit(s) where elections was cancelled or not held, decline to make a return until another poll has taken place in the affected polling unit(s) and the results incorporated into the new form EC 8C(I) and subsequently recorded into form EC 8E(I) for Declaration and Return;</p> <p>(k) complete the Notice of Result of Polls Poster EC 60E and display it at the LGA Collation Centre;</p> <p>(l) take the original copies of form EC 8C(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 form EC 40G(1).</p>	
<p>47. 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:-</p> <p>(a) take delivery of the original copies of forms EC 8C(I) from the LGA Collation Officers together with other materials and reports relating to the election including forms EC 40G(1) where applicable;</p> <p>(b) collate the results of the State Constituency (State House of Assembly) election by entering the votes in the original copies of forms EC 8C(I) into form EC 8D(I) and enter the votes scored in both words and figures in the spaces provided;</p> <p>(c) add up the LGA results to obtain the State Constituency summary;</p> <p>(d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;</p>	<p>Collation of State Constituency Election Results with more than one LGA at LGA Level</p>



<ul style="list-style-type: none"> <li>(e) transfer the total number of registered voters of affected polling units from forms EC 40G(1) into form EC 40G(2).</li> <li>(f) cross-check the entries in form EC 8D(I) carefully, and announce loudly the votes scored by each party;</li> <li>(g) sign and date the form and request the polling agents to countersign;</li> <li>(h) distribute copies of forms EC 8D(I) to party agents and the Police;</li> <li>(i) enter the score of each candidate into form EC 8E(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.</li> <li>(j) distribute copies of form EC 8E(I) to party agents and the Police;</li> <li>(k) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling unit(s) where elections was cancelled or not held, decline to make a return until another poll has taken place in the affected polling unit(s) and the results incorporated into the new form EC 8D(I) and subsequently recorded into form EC 8E(I) for Declaration and Return;</li> <li>(l) complete the Notice of Result of Poll Poster EC 60E and display it at the State Constituency Collation Centre;</li> <li>(m) handover to the Electoral Officer the original copies of forms EC 8D(I) and form EC 8E(I) together with other materials relating to the election.</li> </ul>	
<p>48. 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:-</p> <ul style="list-style-type: none"> <li>(a) take delivery of the original copies of forms EC 8B(I) from the RA/Ward Collation Officers together with other materials and reports relating to the election including</li> </ul>	<p>Collation of State Constituency Election Result with less than one LGA at State Constituency Level</p>

form EC 40G(1);

- (b) collate the results of the State Constituency (State House of Assembly) election by entering the votes in the original copies of forms EC 8B(I) into form EC 8C(I) and enter the votes scored in both words and figures in the spaces provided.
- (c) add up the RA/Ward results to obtain the State Constituency (State House of Assembly) summary;
- (d) crosscheck the totals with the Electronic Collation Support Secretariat where available, for computational accuracy;
- (e) transfer the total number of registered voters of affected polling units from forms EC 40G into form EC 40G(1);
- (f) cross-check the entries in form EC 8C(I) carefully, and announce loudly the votes scored by each party;
- (g) sign and date the form and request the polling agents to countersign;
- (h) distribute copies of forms EC 8C(I) to party agents and the Police;
- (i) enter the score of each candidate into form EC 8E(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;
- (j) distribute copies of form EC 8E(I) to party agents and the Police.
- (k) where the margin of win between the two leading candidates is not in excess of the total number of registered voters of the polling unit(s) where elections was cancelled or not held, decline to make a return until another poll has taken place in the affected polling unit(s) and the results incorporated into the new form EC 8C(I) and subsequently recorded into form EC 8E(I) for Declaration and Return;

<p>(l) complete the Notice of Result of Poll Poster EC 60E and display it at the State Constituency Collation Centre;</p> <p>(m) handover to the Electoral Officer the original copies of forms EC 8C(I) and form EC 8E(I) together with other materials pertaining to the election.</p> <p>49. The following shall be allowed access to the electoral material distribution centres, polling units, polling stations and collation centers:</p> <ol style="list-style-type: none"> <li>a. voters (at polling units only)</li> <li>b. INEC officials on election duty</li> <li>c. Security agents</li> <li>d. candidates or their accredited polling/party agents</li> <li>e. accredited journalists / media</li> <li>f. accredited domestic and foreign observers</li> </ol> <p>50. Polling Agents, Party Agents, Security personnel and Observers may:</p> <ol style="list-style-type: none"> <li>(a) observe the distribution of election materials, conduct of accreditation , voting, counting of ballots and the collation and declaration of results;</li> <li>(b) call the attention of an election official to any irregularities, but not interfere.</li> <li>(c) in the case of party agents, countersign the appropriate result forms at polling units and the appropriate results collation forms at Collation Centres.</li> <li>(d) comply with lawful directives issued by or under the authority of INEC, and generally conduct themselves in an orderly manner.</li> </ol> <p>51. Duly accredited election observers who are wearing the observer badges issued by the Commission for the election are entitled to:</p>	<p>Access to Polling Units and Collation Centres</p> <p>Role of Election Observers</p>
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<p>(a) observe the process including the distribution of election materials, conduct of the voting, sorting and counting of ballots, and announcement and declaration of results; and</p> <p>(b) invite the attention of an election official to any irregularities, but shall not interfere.</p> <p>52. Security agents on election duty shall:</p> <p>(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;</p> <p>(b) take necessary measures to prevent violence or any activity that can threaten to disrupt the elections;</p> <p>(c) comply with any lawful directive(s) issued by or under the authority of INEC;</p> <p>(d) ensure the safety and security of all election materials by escorting and guarding the materials as appropriate;</p> <p>(e) protect election officials at the polling units/stations and collation centres;</p> <p>(f) arrest on the instruction of the Presiding Officer or other INEC officials, any person(s) causing any disturbance or preventing the smooth conduct of proceedings at polling units/ stations and collation centres;</p> <p>(g) on the instruction of the Presiding Officer, stand at the end of the queue of voters at the polling unit, if any, at the official close of accreditation to prevent any person joining in;</p> <p>(h) accompany the Presiding Officer to deliver the election results, ballot boxes and other election materials safely to the RA/Ward Collation Centre;</p> <p>(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.</p>	<p>Role of Security Agents</p>
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These Guidelines are meant to complement the provisions of the Constitution of the Federal Republic of Nigeria, 1999 (as amended) and the Electoral Act, 2010 (as amended).

DATED at Abuja this..... day .....2014

Prof. Attahiru M. Jega, OFR

Chairman

INDEPENDENT NATIONAL ELECTORAL COMMISSION