



COUNCIL OF EUROPE    CONSEIL DE L'EUROPE



Strasbourg/Warsaw, 14 June 2005

**CDL-AD(2005)013**  
**Or. Engl.**

**Opinion No. 301 / 2004**

## **ELECTION OBSERVATION FORM**

by  
the Venice Commission  
and  
OSCE/ODIHR

**Adopted by the Council for Democratic Elections  
at its 13<sup>th</sup> meeting  
(Venice, 9 June 2005)  
and the Venice Commission  
at its 63<sup>rd</sup> plenary session  
(Venice, 10-11 June 2005)**

**Election Observation Form – Part ONE. EOM to \_\_\_\_\_ Date \_\_\_\_\_**

**Team number<sup>1</sup>:**     **Form number<sup>2</sup>:**

**A. Polling station id<sup>3</sup>:**

Region:  District:  Polling station:

The Polling station is<sup>4</sup>: Rural:  Urban:  PS Chairperson: Male  Female:

**B. Time in Polling Station<sup>5</sup> (24hrs clock):**

Arrival time (hh:mm):   :   Departure time (hh:mm):   :

**C. Voters list<sup>6</sup>**

How many voters are registered on the voters list?      
 How many voters have voted so far?

**D. Outside the Polling Station**

- Are campaign materials present/visible outside the polling station?
- Are campaign activities taking place in the vicinity of the polling station?
- Is the Polling Station accessible for persons with disabilities?

Y	N	N/K

**E. The Polling Station – Environment and Atmosphere<sup>7</sup>**

- Are campaign materials present/visible inside the Polling Station?
- Observed any form of intimidation inside or outside the Polling Station?<sup>8</sup>
- Observed attempt to influence voters how to vote?
- Was there tension inside the Polling Station during the voting?
- Were you given full access to the Polling Station?
- Did you receive the necessary information from the polling station officials?

Y	N	N/K

**F. Unauthorised persons<sup>9</sup>**

10. Are unauthorised person/s present? If, **YES**, to question 10, who?  
 Police  Military  Security  Local authorities  Other

Y	N	N/K

**G. Domestic Observers**

11. Are domestic election observers present? If, **YES**, to question 11, who?  
 NGO  Political Party/Candidates  Other

Y	N	N/K

**H. Election material<sup>10</sup>**

12. Were all necessary election materials present? If, **NO**, to question 12, which?  
 Voters list/s  Ballot boxe/s  Polling booths  Ballot papers  Protocols  Ink  Other

Y	N	N/K

**I. Procedures: Irregularities observed<sup>11</sup>**

- Was the secrecy of the vote ensured?
- Did you observe voters being handed more than one ballot (*multiple voting*)?
- Did you observe voters receiving ballots for other persons (*proxy voting*)?
- Did you observe voters voting in groups (*family voting*)?
- Did you observe voters using pre-marked ballots (*carousel voting*)?
- Did you observe the same person “assisting” numerous voters?
- Anyone denied the right to vote for inappropriate reasons?
- Was the process seriously hampered by overcrowding or disorganisation?
- Was the ballot box(es) sealed properly?

Y	N	N/K

**J. Official complaints**

22. Have official complaints been noted?

Y	N	N/K

**K. Evaluation<sup>12</sup>**

**(5=very good – 1=very poor)**

23. How do you rate the PEC members’ understanding of voting procedures?  
 24. How do you rate most voters’ understanding of voting procedures?

5	4	3	2	1	N/K

**L. Overall Assessment (4=very good, 3=good, 2=bad, 1=very bad)**

25. How do you rate the conduct of voting at this polling station?

4	3	2	1	N/K

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<sup>1</sup>A four digit code has already been used to identify the observer team. The two first gives the long term observers (LTO) area and the last two gives the unique team within the LTO area.

<sup>2</sup>A number should be entered when the form arrives at the HQ (could also be entered before handing out to the observers but this is rather time consuming).

<sup>3</sup>This classic three-part identification is necessary. The form is based on a number of tables and can therefore easily be modified (in this case: place cursor in the ID box(es) and then split the box to the number of figures needed ). Acronyms of course differ from country to country, and must be changed. Commissions never consist of more than three levels.

<sup>4</sup>Change or add: the Chairman of the polling station is: Male / Female. Place cursor in the last box and press 'TAB'.

<sup>5</sup>To be used for calculation of turn out figures.

<sup>6</sup>Below are two questions which can always be asked about the voters list. The form is based on a number of tables and can therefore easily be modified (place cursor in the last box and press 'TAB'), the same questions can also be asked about additional voters list and mobile list.

<sup>7</sup>There are no questions about number of polling station officials and party agents because this differs a lot from country to country. A question about Domestic observers could be added under section F, but then the heading would have to be changed.

<sup>8</sup>Two questions about 'Overcrowded PS' are asked, see questions 20. Cross-check.

<sup>9</sup>The categories can be changed/deleted depending on the situation and what is stated in the law.

<sup>10</sup>The categories can be changed/deleted depending on the situation and what is stated in the law.

<sup>11</sup>Process questions that always can be asked. Not law dependent.

<sup>12</sup>These two questions can be asked even if the full process is covered on this first page. These two questions should also always be separated from the 'Overall assessment' made by the observers (not always the case in observation missions). It is therefore useful for them to be on the first page.