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(VENICE COMMISSION)

QUESTIONNAIRE FOR THE OBSERVATION OF ELECTIONS

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Council for Democratic Elections**Questionnaire for the Observation of Elections**

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PREAMBLE

Observing elections is a heavy and demanding task.

A fundamental principle is non-interference in the election process.

This means that observers must carry out their duties in accordance with the laws and regulations of the country concerned and not their own national practices. These laws and regulations must therefore be familiar to all observers.

The observation of elections is therefore not simply a matter of being present and observing how things go at the polling stations on election day.

With these points in mind this questionnaire is divided into three parts:

- before polling day
- polling day
- after polling day.

For polling day itself, we propose dividing the questionnaire into three parts:

- before voting starts: observation of the polling station visited by the observers in order to monitor the start of voting (1 questionnaire per team);
- during the day: observation of the polling stations in operation (1 copy of the questionnaire per station visited);
- close of polling and counting of the votes: observation of the close and of the count at a polling station (1 questionnaire per team).

The BEFORE and AFTER questionnaires are given to the observers as material for the preliminary meetings between all (or part) of the observer delegation and leading national political figures, representatives of the political parties, the central electoral commission etc.

In some cases the questionnaire may not cover all local particularities and it therefore does not claim to include all the questions that should be put. What it does contain is the essential points that constitute **universal, equal, free, secret and direct** suffrage as defined by the Code of Good Practice in Electoral Matters.

1. BEFORE POLLING DAY

Knowledge of the political context, electoral law and practical arrangements laid down for the conduct of elections is a pre-condition for a strict and impartial observation that will respect national sovereignty.

One factor that can prevent errors or misplaced interference is a thorough acquaintance with electoral law. Knowing the issues at stake in the election can help to reveal possible irregularities and any exertion of pressure and so to ensure the most relevant observations.

The questions in this chapter are designed to help the observer group do its job properly by getting a basic idea of how the voting is being organised.

If the observation is so organised that not all observers can take part in the meetings and thus in collecting the information mentioned, observers will be briefed about the points raised in the questionnaire (either orally or by means of a summary document).

A. Knowing the political backdrop to the elections

The aim of the questions below is to help observers understand the general and political context of the elections and so prepare themselves for observation targeted according to the risks.

- Are the elections being held on the normal date?
- If not, why are they being held?
- Is there any particular issue at stake (other than the normal renewal of the mandate)? (eg a national issue in the case of local elections, special situation of a minority, etc)
- What political forces are contending?
In this connection, note must be taken of the list of competing political parties, movements and coalitions and of the place occupied by each of them in national political life. This is essential in order to assess pluralism in the composition of the electoral commissions and to monitor the conduct of the voting. Observers must pay attention to certain small parties or movements which may be fronts for large governing parties and which are only there to provide an illusion of pluralism.
- Was it possible to meet them?
Meeting the national leaders of political parties is useful for understanding the issues and assessing the risks of tension and fraud at the polling stations.

After arrival of the observers on site, meetings can be organised in addition with local officials of the political parties or with candidates in the case of local elections. By publicising the presence of observers, such meetings can help polling to proceed smoothly. However, during such meetings an eye must be kept on the risks of manipulation and exploitation of the observers, who must pay strict attention to neutrality.¹

¹ Experience teaches us that some local politicians may be tempted, for example, to have themselves photographed with the observers in order subsequently to claim the support of the observers and, over and above them, of the Organisation observing the elections!

B. Knowledge of electoral law

The electoral law (or sometimes laws) sets the legal framework and procedures for the poll. A thorough acquaintance with all the relevant legislation is necessary if the voting process is to be judged according to national conditions and not from the viewpoint of observers' experience in their own countries.

1. Electoral rolls (registers)

Information about electoral rolls enables the **universality** of the poll to be measured.

- Procedures for drawing up the rolls:
 - Are the rolls permanent?
 - Who is responsible for preparing them?
 - What checks are made to prevent multiple entries?
- Any discrimination (social, racial etc) in drawing up the rolls, particularly with respect to minorities (conditions as to nationality, period of presence, residence and so on)
- Publication of electoral rolls:
 - Are the rolls made available to voters to check that they are included?
 - Have the political parties and/or candidates access to the rolls?
- Procedures for making corrections to the rolls (including on polling day?)
 - Can a voter who has been omitted from the roll get the roll corrected?
 - How and within what period? Is this period adequate?
 - Are there supplementary electoral rolls at the polling stations?
 - Who prepares them?
- Are there any reports of problems concerning these matters? If so, what problems² (nature of problem, source³ etc).

2. Candidatures

This point allows voters' **equality of access** to elective office to be measured.

- Who can stand for election?
- What are the conditions for standing for election?
 - Sponsorship (who can act as a sponsor?)
 - Right to put forward candidates (only recognised political parties or coalitions, for example, may put forward candidates)
 - Is candidature subject to the deposit of a guarantee? If so, what is the amount? Is this amount not excessive in the light of the country's economic conditions and the poll?⁴

² Knowledge of the problems that arose during previous elections is rich in lessons for the observers in that it enables them to "target" their observations and possibly to note progress made at national level.

³ Knowledge of the sources is important because it enables the quality of the evidence to be assessed in the final report and the fairly frequent attempts to manipulate the observers to be frustrated!

⁴ We are aware of certain countries where, in order to stand as a town councillor at local elections, the guarantee represented several months of an average salary! This is clearly a disguised form of suffrage based on property/wealth qualifications.

- Have any problems been reported regarding these questions? If so, what problems? (nature of problem, source and so on).

3. Organisation of the poll

The questions in this paragraph enable **on-the-spot observations to be prepared** on polling day.

- What voting system is used for the elections?
- How are the electoral commissions for the polling stations composed? Is pluralism respected?
- Does electoral legislation provide for the presence of representatives of the political parties and/or of candidates qualified to monitor the process as a whole?
- Are other observers (eg NGOs) authorised to monitor the process? What are the procedures for approving them (and are these procedures transparent)?
- Ballot papers:
 - Are they simple and easy to understand?
 - Are they printed in the various minority languages?
 - Can they be understood by persons unable to read? (eg presence of a logo)⁵
- Voting by the military:
 - Do the military have the right to vote?
 - How is voting organised? (electoral rolls, practical arrangements)
 - Where do the military vote? In town? In their barracks? In their home municipality?
 - In the case of voting in barracks:
 - What is the membership of the electoral commission? Civilians? Military?
 - Is it possible for civilian observers and representatives of the parties/candidates to be present?
 - For local elections, is the municipality military vote liable to sway the result?⁶
- Voting by sick and infirm persons: voting arrangements:
 - Who decides on the procedure to be used? What are the time limits for applications?
 - "Mobile" ballot box⁷? Who collects the votes?
 - Proxy vote, postal vote, other methods?
 - How is the secrecy and genuineness of personal voting ensured in such cases?
 - Do the arrangements prevent fraud?
- Counting the votes
 - Who counts the votes?
 - Are the votes counted in public?
 - Who decides whether a ballot paper is valid or spoilt?
 - In what cases does the law provide that a ballot paper is spoilt?
 - Are these cases not too strict and/or categorical?⁸

⁵ This is a very sensitive question in certain countries where several languages are in daily use and/or where many people are unable to read. Difficulties in reading/understanding ballot papers may lead to a not always disinterested offer of assistance with voting!

⁶ The "soldiers' vote" is liable to influence the results in large garrison towns.

⁷ This procedure is frequently employed in the CIS countries and former Yugoslavia. The box in question is transported by members of the electoral commission to the homes of housebound persons in order to collect their votes.

- Declaring the results:
 - Who is responsible for declaring the results of the polling station?
 - Where does the declaration take place?
 - Does the law require the results to be posted at the door of the polling station?
- Have problems with these questions been reported? If so, what problems? (nature, source and so on).

4. Bodies monitoring the election procedure

The monitoring bodies play an essential role in the conduct of the poll, particularly in safeguarding the poll's **pluralism, equality and legality**. A meeting between the observer delegation and the central electoral commission is indispensable.

For local elections, it is also essential to have a meeting with the local electoral commission before polling day.

- Central electoral commission:
 - How is it composed? Who appoints the members?
 - Is its membership based on the principle of pluralism?
 - What are its powers? particularly regarding appeals?
 - Do you consider the commission to be competent and impartial?
- Local electoral commissions:
 - How are they composed? Who appoints the members?
 - Is the membership of these commissions based on the principle of pluralism?
 - Do you consider the commissions to be impartial?
 - In the case of local elections, are these commissions competent to hear appeals?
 - Have the members received a basic grounding in electoral legislation?
- Electoral commissions of the polling stations:
 - How are these commissions composed? Who appoints the members?
 - Is the membership of these commissions based on the principle of pluralism?
 - Do you consider the commission to be impartial?
 - Have members received a basic grounding in electoral legislation?
- Appeals:
 - Who may lodge an appeal?
 - What is the competent body?
 - What are the conditions for appeals?
- Have problems regarding these questions been reported during previous polls? If so, what problems? (nature, source and so on).

⁸ Our attention has been drawn to cases where the fact that the cross indicating the chosen candidate extends a few millimetres outside the box provided on the ballot paper has invalidated the vote. It is clear that this punctiliousness has nothing to do with any difficulty in interpreting the voter's intention! It is useful in these cases to know the rule in order to judge the conduct of the vote count at the polling stations and later, in the final report on the election, to call the national authorities' attention to this difficulty if necessary.

5. Election campaign

For understandable material reasons (impossibility of being present several weeks before the elections, inability to follow the campaign on the radio and TV or in the press through ignorance of the language), observers seldom have a chance to observe the election campaign.

Nevertheless, how the election campaign is conducted is an important element in assessing whether the contest between the candidates is **fair, honest and equal**.

Observers can obtain a useful idea of the campaign:

- by getting to know the rules in force (do they ensure that the competing candidates/parties are on an equal footing?);
- by collecting statements from candidates and party officials and interviewing voters, as well as observers already present in the country (embassies, international organisations etc).
- What are the rules governing the election campaign?
 - Duration of the campaign
 - What is allowed or forbidden?
- Is the campaign publicly funded? Is such funding equitable?
- Are the cost and funding of the campaign regulated and supervised? (ceiling on expenditure, origin of funds etc)
- What guarantees exist as to freedom of expression and assembly for parties and candidates?
- Is there any check that access to the media (press, radio, TV), especially the publicly-owned media, is equitable? Who performs this check? How impartial is the supervisory body?
- Have any problems been reported:
 - regarding the conduct of the campaign?
 - regarding the use of unauthorised public resources?
 - other problems?
- Sources.

2. POLLING DAY

Observation on polling day represents the high point of the observation process. It is in the field that observers will see the legislation being actually applied and be able to measure the gap between theory (the law) and practice (the law's implementation).

Observers must bear in mind that the purpose of observation is to **establish that local law is properly applied** and not to enforce the law of some other country. If local law proves inadequate or inappropriate, the final report to the national authorities will indicate proposals for improving the quality of the poll. In no case will any "adaptation" of that law be suggested by the on-site teams.

Observers must likewise be aware that their job is to **observe** and in no circumstances to intervene in the process at any level, even at a polling station. At the very most, they may suggest discreetly to the returning officer that he refer to the electoral law on some point which it appears is not being applied (sometimes through ignorance).

The observer teams will go to a polling station before polling starts in order to check the layout of the station selected and monitor the procedures for starting the poll.

They will do the same for the close of voting, for which they will select a station (perhaps one of those observed during the day and judged sensitive) in order to be present at the formal close of voting and at the counting of the votes until the declaration of the results (if this is provided for by law) or at the arrival of the ballot papers and results at the local electoral commission.

Observers have three different questionnaires:

- one for the operations that precede opening of the polling station
- one for the counting operations
- as necessary for observations at polling stations during the day.

When voting is spread over several days, **a specific report will be drawn up** concerning the provisional-closure operations carried out and the security measures taken to protect the previous day's ballot papers from interference.

a. Before polling starts (preparatory operations) at the chosen polling station

1 questionnaire per observer team

(A specimen questionnaire appears in Annex I)

- Identification of the questionnaire (team, polling station)
- Is the electoral commission for the polling station at full strength (in accordance with the relevant electoral law)?
- Are party representatives/candidates and observers admitted before polling starts?
- Has the voting material (ballot papers, electoral rolls etc) arrived?
- Is the quantity sufficient?
- Conduct of formal operations:
 - Checking of the ballot box: was it empty when sealed?
 - Who carried out the check?
 - Was the ballot box properly sealed or closed?
 - Presence of the electoral roll
 - Distribution of tasks among the commission members
 - Compliance with the requirements of the electoral law
 - Time of actual opening of the poll
- Assessment of the atmosphere in the polling station
- Observers' remarks.

b. Observation of polling stations during voting

As many questionnaires as polling stations visited

(A specimen questionnaire can be found in Annex II)

The purpose of this questionnaire is to place observations on a formal footing (with a possible view to statistical processing if means and the number of observations permit). The questionnaire is broken down as follows:

Page 1 (first side)(to be completed at the polling station)

This contains:

1. Identification details: of the observers and polling station - number of registered voters and number of voters at the time of the visit.⁹
2. Physical assessment of the polling station: signposting, size etc
3. Persons present at the station (excluding voters) so as to obtain an idea of the representativeness of the electoral commission and observers:
 - Members of the electoral commission and their political affiliations
 - Observers present: accreditation
 - Presence of the police in and around the polling station
 - Presence of propaganda material
 - Intimidation of voters.
4. Conduct of operations and compliance with electoral law:
 - Properly sealed ballot box
 - Positioning and checking of the electoral roll
 - Checking voters' identity
 - Distribution of ballot papers
 - Confidentiality of voting (booths, effectiveness etc)
 - Family voting
5. Voting by sick and infirm persons: check on the confidentiality of voting and pluralism
6. Summary assessment table

Page 2 (second side): to be completed on leaving the polling station

1. Remarks by observers on the conduct of the voting

Eg: "Voting took place on the tables and not in the booths."

It will be recalled that this occurs in numerous places in the CIS and former Yugoslavia. The weight of habit and tradition ensures that electoral-law provisions will not come into force immediately. The Soviet tradition was to do everything in public. This also applied to family voting which, though forbidden, is still found in many of those countries, sometimes for reasons of illiteracy.

- Observers will endeavour to assess the facts noted on the basis of the local situation and of the **real influence of these facts on the honesty and secrecy of the voting, together with their influence on the voter.**
- This, however, should not prevent the observer team from drawing attention to these points as requiring improvement in the future.

2. Facts or points reported to the observers

The facts alleged may be open to doubt and should be treated with the appropriate caution.

- Observers will check the identity of an individual who reports "facts".

3. A **summary assessment** of the visit to the station concerned, which is completed at the very end and represents a summary of the observers' views regarding the general situation at the polling station: four positions (no intermediate position): Very Good, Good, Poor, Very Poor.

c. Post-voting operations: counting of the votes; declaration of results

1 questionnaire per observer team

(A specimen questionnaire appears in Annex III)

- Is the electoral commission of the polling station at full strength during counting?
- Are delegates from the parties and NGO observers admitted?
- Are they in a position from which they can view the conduct of operations?

⁹ This point is an important one: it enables the accuracy of the figure for voter participation declared by the authorities to be checked at the end of the day.

- Are the public (electors) admitted?
- Are the members of the commission familiar with the procedures?
- Is counting carried out calmly or rather hurriedly?¹⁰
- Are the procedures stipulated by the electoral law followed?
- Overall assessment of the quality of counting: Very Good, Good, Poor, Very Poor
- Spoilt papers:
 - Is the decision to invalidate a paper taken under the electoral law?
 - Is the decision transparent (with the voting paper shown to representatives and observers)?
 - Does the number of spoilt papers seem excessive or normal?
 - What are the main grounds for invalidating voting papers?
 - Do you consider these invalidations justified?¹¹
- Are the results declared in a clear manner (in accordance with the electoral law)?
- Are the results posted at the door of the polling station (in accordance with the electoral law)?
- Centralisation of the results at town level:
 - How are the papers and other documents transported: security of transfer? What supervisory measures?
 - Functioning of the electoral commission which centralises the results: presence of observers and party representatives
- Numerical data:
 - Number of persons registered at the polling station (initial list and any supplementary list)
 - Voters
 - Spoilt ballot papers
 - Results as collected at the polling station by the observers
- Observers' general remarks.

3. THE NEXT DAY AND THE DAYS FOLLOWING THE POLL

One of the problems frequently encountered during the observations of elections is the delay in declaring the results.

This delay may be due to material factors (no reliable telephone or facsimile links, no interlinked data system etc).

It may, however, hide other reasons (of a political nature), such as the governing party's difficulty in admitting a defeat in the elections, or even an attempt to rig the results.

A reading of the press on the day after the elections will also help the observers to supplement their impressions, particularly regarding the development of the situation in the country after the elections.

1. Centralisation and declaration of the results

- Forwarding of the results to the central electoral commission:
 - How was the centralisation of results conducted?
 - Is the process reliable?

¹⁰ This can happen when it is desired to prevent the observers present from noting trickery with the ballot papers.

¹¹ See footnote 8 above concerning "Organisation of the poll" with regard to sometimes excessive punctiliousness on this point. The findings by the observers in the field and the number of spoilt papers can be used as a basis for a recommendation to the authorities in the final observation report.

- Declaration of the final results
 - Who declared the final results?
 - How long after the polling stations closed?
 - Does this time frame appear reasonable (bearing in mind the local communication and transport situation)?

2. Possible appeals

- Are the observers aware of any appeals?
- Who originated the appeals?
- What grounds were put forward?

3. General atmosphere the day after voting

- What is the view of the different political parties and the government about the conduct of the elections?
- What is the general feeling of the observers about the conduct of the elections?

4. Conclusions

- Do the observers consider that the elections were held in accordance with democratic criteria (free, pluralist, equal, universal)?
- What recommendations does the observer body wish to make to the national authorities for improving the conduct of the next elections?
 - In the legislative field
 - As regards practical arrangements
 - As regards training of members of electoral commissions
 - Etc.

PRACTICAL NOTE CONCERNING THESE QUESTIONNAIRES

The questionnaires are organised in the following way:

QUESTIONNAIRE 1: Before polling day

This questionnaire does not need a more rigid form: it is an operating guide for use by the observer body for its interviews prior to observation as such on polling day.

The replies will not be the subject of data processing but will be used for the final observation report and enable the delegation to propose possible adaptations to the electoral law or its implementation through recommendations to the national authorities.

QUESTIONNAIRE 2a: opening of the polling stations

One copy of this questionnaire will be handed to each team, which must complete it.

A specimen of this questionnaire in operational form is given in the Appendix (1 page). Technical modifications in the layout may be made to facilitate data processing.

QUESTIONNAIRE 2b: observation of polling stations

This questionnaire is made available in as many copies as are needed (10 to 20 per team according to local polling conditions and each team's geographical coverage).

It must be returned not later than the same evening (or, when conditions require, not later than the next morning) to the secretariat of the observation body for statistical processing.

A specimen questionnaire in operational form is given in the appendix (1 page but with 2 sides).

Technical modifications to the layout may be made to facilitate data processing.

QUESTIONNAIRE 2c: closure of polling stations

One copy of this questionnaire is given to each team, which must complete it.

A specimen of this questionnaire in operational form appears in the appendix (1 page, 2 sides).

Technical modifications in the layout may be made to facilitate data processing.

QUESTIONNAIRE 3: after polling

This too (see Questionnaire 1) is simply a guide to assist observation of the follow-up to the poll.

Appendix I

Questionnaire on visit to polling station before opening

Names of observers: _____ team number I _____ I
 Polling Station: Municipality: _____ Station Name _____ Station Number :, I _____ I
 Time of arrival at station: _____ Time of leaving station: _____

Was the electoral commission of the polling station at full strength when you arrived ? I ☐ Yes / I ☐ No
 Are party representatives/candidates and observers admitted before the official opening of the poll ? I ☐ Yes / I ☐ No

Voting material (ballot papers, electoral rolls etc.) Have these arrived: I ☐ Yes / I ☐ No
 Are there adequate quantities? I ☐ Yes / I ☐ No

Conduct of formal operations:

Checking of ballot box: did the returning office get members of the electoral commission and observers to check that it was empty before it was sealed? I ☐ Yes / I ☐ No

Who performed the check? _____

Was the ballot box properly sealed or closed? I ☐ YES / I ☐ NO

Electoral roll :

Is the electoral roll correct? I ☐ YES / I ☐ NO

Where was it placed? _____

Are the different tasks involved in the conduct of the poll fairly apportioned among electoral commission members? ? I ☐ YES / I ☐ NO

Comments (if any):

Are the other operations required by the electoral law performed correctly? I ☐ YES / I ☐ NO

Comments (if any):

Was the polling station ready at the official time for the start of voting ? I ☐ YES / I ☐ NO

If not, what was the reason for the delay?

General atmosphere prevailing between the members of the electoral commission:

Tense	Serious	Relaxed
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Other comments by observers :

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Signatures of observers:

Appendix II

Questionnaire to be completed for each polling station*Part to be completed in the polling station*

Names of observers: _____	Team Number _____
Polling Station: Municipality: _____	Station Name _____ Station Number: I _____ I
Time of arrival at polling station: _____	Time of leaving station: _____
Number of persons registered on electoral roll: I _____ I	on any additional roll: I _____ I.
Number of voters at time of arrival: I _____ I	

Polling Station : is it clearly signposted ? I ☐ YES / I ☐ NO - of adequate size ? I ☐ YES / I ☐ NO

Persons present at the polling station:Electoral commission at full strength? I ☐ YES / I ☐ NO

(Political) Composition of the electoral commission:

Chairman _____ Vice-Chairman: _____ Secretary : _____

Other commission members : _____

Presence of observers: I ☐ YES / I ☐ NO - Are they accredited : I ☐ YES / I ☐ NO

Whom do they represent? _____

Presence of police: outside the polling station: I ☐ YES / I ☐ NO inside the polling station: I ☐ YES / I ☐ NO

Presence of propaganda (material, posters, or individuals carrying out propaganda activities):

In the polling station: I ☐ YES/ I ☐ NO outside and near the polling station: I ☐ YES / I ☐ NOIntimidation of electors: I ☐ YES/ I ☐ NO (if yes, set out on the other side of the page the facts noted)**Conduct of operations:**Ballot box properly sealed: I ☐ YES / I ☐ NOPosition of the electoral roll? _____ Is it possible to see who has voted? : I ☐ YES / I ☐ NOIs the check on voters' identity effective? I ☐ YES / I ☐ NO - Comments: _____Are the ballot papers distributed properly (1 per voter)? : I ☐ YES / I ☐ NO - Comments: _____Voting booths: are they placed effectively? I ☐ YES / I ☐ NO - Comments : _____Family voting: have you noticed any cases of family voting? I ☐ YES / I ☐ NO - Comments : _____**Voting by sick or infirm persons :** (mobile ballot box) :Is the mobile ballot box properly sealed? I ☐ YES / I ☐ NOTransport of box to voter's home: _____ How many persons? I _____ I – pluralism respected ? I ☐ YES / I ☐ NO**Other procedures :** Do they respect voting secrecy ? I ☐ YES / I ☐ NO

Overall assessments:	Yes	No	Further details (if any)
1 – Too many persons in the polling station			
2 – Presence of unauthorised persons -----			
3 – Disturbances in the polling station			
4 – Political pressure on voters-----			
5 – Persons not registered as voters-----			

- Where the answers to Questions 1, 2 and 3 are «yes», this suggests that the conduct of voting at the station is unsatisfactory
- Where the answers to Questions 1 and 3 alone are yes, this means that the chairman (returning officer) of the polling station is not competent, since the presence of too many people in one place leads to behaviour problems.
- Where the answers to Questions 3 and 5 alone are yes, this implies that unregistered person are showing their dissatisfaction and that the chairman of the polling station is probably unable to keep order.
- Where the answers to Questions 3 and 4 alone are yes, this suggests that there is considerable political pressure.
- Where the answers to Questions 2, 3 and 4 are yes, this suggests that the presence of unauthorised persons is causing the disturbance.
- Where the answer to Question 2 alone is yes, it is desirable to question the unauthorised persons in order to learn their identity. If, for example, one of them says he is an electrician, ask him what he would do if there was an electricity failure.
- Where the answer to Question 4 only is yes, this could mean that political pressure is accepted by all or is discreet.

Part to be completed after leaving the polling station:

1 – Additional comments by observers :

Specific events which should be noted :

2 – Facts reported to the observers

(indicate the identity of the person(s) reporting the facts) :

3 – General atmosphere in the polling station:

Tense	Serious	Relaxed	Antagonistic
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4 – Overall assessment of the polling station after the visit:

Very Good	Good	Poor	Very poor
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5 – Any recommendations to be made in the observation report:

Signature of observers:

Questionnaire on observation of the vote counting
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Name of observers: _____	Team Number: I _____ I
Polling station: Municipality: _____	Station Name _____ Station Number: I _____ I
Time of arrival at the station: _____	Time of leaving the station: _____

Close of voting announced by the Chairman at the planned time? I ☐ YES / I ☐ NO

If not, why not?

Persons Present :

Electoral commission of the polling station at full strength at the close of polling? I ☐ YES / I ☐ NO

Party representatives/candidates admitted to the room after the official close of polling? I ☐ YES / I ☐ NO

So placed as to be able to see the progress of operations? I ☐ YES / I ☐ NO

Public (electors) admitted? I ☐ YES / I ☐ NO

Counting Operations:

Are the members of the polling station familiar with the procedures? I ☐ YES / I ☐ NO

Does counting take place calmly? I ☐ YES / I ☐ NO. Or somewhat hurriedly: I ☐ YES / I ☐ NO

Are the procedures stipulated by the electoral law complied with? I ☐ YES / I ☐ NO

Spoilt ballot papers:

Is the decision to invalidate a ballot paper taken in accordance with the electoral law? I ☐ YES / I ☐ NO

Is it made transparently (paper shown to delegates, observers, ...)? I ☐ YES / I ☐ NO

Does the number of spoilt papers seem to you to be ... I ☐ excessive? / I ☐ normal?

Principal grounds for invalidating a ballot paper:

Do you consider them justified? I ☐ YES / I ☐ NO

Declaration of results:

Are the results of voting declared clearly (according to the electoral law)? I ☐ YES / I ☐ NO

Are the results posted at the door of the polling station in accordance with the electoral law? I ☐ YES / I ☐ NO

Overall assessment of the quality of counting at the polling station:

Very Good	Good	Poor	Very Poor
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Centralisation of the results at town level:

Transport of documents: security assured: I ☐ YES / I ☐ NO supervision: I ☐ YES / I ☐ NO

Functioning of the electoral commission centralising the results:

Are observers and party representatives allowed to be present? I ☐ YES / I ☐ NO

General comments by the observers:

Overleaf: statement of the results of the polling station

Signature of the observers:

Polling Station: Town: _____ Name of Station _____ Station Number: I _____ I _____

Results per list or per candidate:[illegible]

Comments by the observers