



## **GUIDELINES FOR DISPLAY OF PHOTOGRAPH BEARING VOTERS' REGISTER AND ISSUANCE OF PHOTOGRAPH BEARING VOTERS' CARDS**

### **I. The Display/Issuance Exercise**

- (1) There shall be a display of the photograph-bearing voters' register and issuance of photograph bearing voters' cards at each POLLING STATION within the parish in preparation for elections.
- (2) The exercise shall take place for 21 days, on dates to be announced by the Electoral Commission, starting at 8.00 a.m. to 6.00 p.m. daily, including weekends.
- (3) Fresh application for registration as a voter or application for transfer to other voting locations **SHALL NOT** be accepted during the Display/Issuance exercise.
- (4) A Display/Issuance Officer will apply, in writing, to the Parish Supervisor and, on recruitment, will be appointed by the Returning Officer to carry out the Display/Issuance exercise.
- (5) The voters' register shall be displayed at each polling station or in any **PUBLIC PLACE** located at or near the polling station and will be open for public inspection and scrutiny, free of charge.
- (6) When appointing Display/Issuance Officers, the Returning Officer will take into consideration the record of persons who have worked as Display/Issuance Officers before. Those whose performance was not satisfactory **shall not** be recruited.
- (7) For this Display/Issuance exercise, the following officials will be involved;
  - i. Returning Officer;
  - ii. Assistant Returning Officer;
  - iii. District Registrar;
  - iv. Assistant District Registrar;
  - v. County Supervisor;
  - vi. Sub-county Supervisor;
  - vii. Parish Supervisor;
  - viii. Parish Tribunal; and
  - ix. Display/Issuance Officer.

- (8) The purpose of the Display/Issuance exercise is to:
- i. Allow voters check their particulars,
  - ii. Enable voters confirm that their photographs appear against correct particulars;
  - iii. Remove the following categories of persons from the register;
    - a. Those who have died,
    - b. Non citizens,
    - c. Those who are under 18 years of age,
    - d. Those who neither reside nor originate from the parish,
    - e. Those registered in another polling station in the parish,
    - f. Those who reside or originate from a parish other than the one they are registered in,
    - g. Those registered more than once on the register.
  - iv. Issue photograph bearing voters' cards to registered voters who may not have received them during the previous issuance exercises.

## II. Work of the Display/Issuance Officers

- (1) The Display/Issuance Officer shall ensure that:-
- (a) Applications for fresh registration and transfer of voters **ARE NOT ACCEPTED** during the Display/Issuance period;
  - (b) The voters' roll for the polling station is displayed for the entire 21-day period of the exercise;
  - (c) Any other interested person who turns-up to monitor/observe the exercise is allowed to do so;
  - (d) Persons who wish to raise objections against **OMMISSION** of certain voters from the register fill in and sign form '**CLN 6**'. Please note that claims of omission must be supported by a certificate of registration;
  - (e) Persons who wish to raise objections against **INCLUSION** of certain voters on the register fill in and sign form '**CLN 9**';
  - (f) Form CLN 9 should be filled **for** a person who is not qualified to vote and therefore whose particulars should be deleted from the voters' register. The reason for disqualifying him/her from being registered as a voter in the parish must be clearly indicated on both the register and Form CLN 9 using a code indicated against each reason listed below;

- a. Those who have died **(D)**,
  - b. Non citizens **(NC)**,
  - c. Those who are under the age of 18 **(UA)**,
  - d. Those who neither reside nor originate from the parish **(LA)**,
  - e. Those registered in another polling station in the parish **(RP) (Please indicate, at the back of the form, in which other polling station they are registered)**,
  - f. Those who reside or originate from a parish other than the one they are registered in **(BAP) (Please indicate, at the back of the form, in which parish they are registered/resident or originate)**,
  - g. Those registered more than once on the register **(DUP)**,
- (g) Persons who wish to make corrections of their particulars on the register fill in and sign form 'CLN 10'. Corrections that can be made include spelling/typographical errors, sex and age but shall not include addition of names or other information that was not originally recorded.

**Please note that corrections in particulars should also be reflected on the register**

**N.B for avoidance of doubt, under no circumstance should the Display/Issuance Officer cross out particulars appearing on the register.**

- (h) Voter cards are issued to the respective registered voters **only**.

### **III. Procedure for Displaying Voters' Registers**

1. A general Display/Issuance of the photograph-bearing register will be conducted at each Polling station by a Display/Issuance Officer,
2. The Display/Issuance exercise will be conducted for a period of **twenty one (21) days** and remuneration for the Display/Issuance Officer and the Parish Tribunal will be as follows:-
  - (i) Display/Issuance Officer will earn **Shs.45, 000/=** for the entire period.
  - (ii) Allowance for each member of the Parish Tribunal will be **Shs.15,000/=** per person for the entire period.
3. The Display/Issuance exercise must be conducted with impartiality.
4. The Display/Issuance Officer will ensure that Display/Issuance returns are submitted to the Parish Chief, on a weekly basis, for onward transmission to the Tribunal.

5. The parish Tribunal shall endorse filled **CLN 6, 9 & 10** forms on a weekly basis after satisfying themselves that the objections and/or corrections there-in are valid.
6. After the 21 day Display/Issuance exercise, the all Display/Issuance materials will be handed over to the Parish Chief who will display the recommended deletions (**CLN 9**), at the parish headquarters, for an additional five (5) days.
7. The parish tribunal will endorse '**CLN 7**' after the 5 day additional display of **CLN 9**.

#### **IV. Procedure for Issuing Voters' Cards**

1. Prior to the commencement of the voters' card issuance exercise, the Display/Issuance Officer **MUST** count all the cards he/she has received for accountability purposes. The same process **MUST** be repeated at the end of each day of issuance and at the end of the issuance exercise.
2. The Display/Issuance Officer will then fill **Report Form CLN 8** indicating the total number of voters' cards received and submit it to the Sub-county Supervisor.
3. Issuance of photograph-bearing voters' cards will be conducted at **polling stations** and each Display/Issuance Officer will issue cards at one specific polling station assigned to him/her.
4. The Issuance programme will run concurrently with the display of the voters' register.
5. The full colour photograph bearing voters' cards will have the following features;
  - i. Photograph of the registered voter;
  - ii. Bio-data of the voter including date of birth and gender;
  - iii. Administrative units where the voter **originally** registered;
  - iv. Personal Identification (**PERNO**) number of the registered voter;
  - v. Location codes of the voting location where the voter originally registered;
  - vi. Security and tamper proof features on both the front and back sides; and
  - vii. Laminated with heavy-duty transparent plastic material.
6. Form **CLN 2** will be used to record all the particulars of persons who will be issued with cards and the owners of the voters' cards must sign against their particulars.

7. Nobody shall be allowed to collect a voter's card that does not belong to him/her. For avoidance of doubt, all voters' cards will be collected and signed (thumb printed) for in person.

**N.B Voters' cards will only be issued to persons whose particulars appear on the register.**

8. Form **CLN 4** will be used to record all the particulars of persons who belong to a polling station but whose cards are missing.
9. At the end of the exercise, all the cards that have not been issued **MUST** be properly packed and sealed in the voter card storage box. The sealed box will then be delivered to the Sub-county Supervisor for onward transmission to the District Registrar.
10. The Issuance exercise will be conducted for a period of **twenty one (21) days**

**N.B Any Display/Issuance Officer who issues a voter's card to any person other than the rightful owner, commits an offence and is liable to prosecution.**

## **VI. The Parish Tribunal**

- 1) The Returning Officer shall appoint a parish tribunal composed of the following;
  - a. The Parish Chief,
  - b. An Elder,
  - c. Three (3) members of the Local Council, one of whom must be a female.
- 2) The Returning Officer shall caution parish tribunals whose performance was not satisfactory in exercises conducted before, prior to re-appointing them. Where necessary the composition of such tribunals should be altered.
- 3) The Parish Tribunal shall endorse the filled **CLN 6, CLN 9 and CLN 10** forms on a weekly basis after which the forms will kept by the Tribunal Chairperson who is also the Parish Chief.

**Please note that there will be a supplementary display of lists of particulars recommended for deletion from the register (CLN9) for a period of five (5) days within each parish. The purpose of this display is to enable any person who might have been wrongly recommended for deletion to raise an objection to the Parish Tribunal. The Parish Tribunal may reinstate such a person if**

**convinced of genuineness of the objection by endorsing form CLN 7.**

- 5) Members of the Parish Tribunal shall receive **Shs. 15,000** per person for whole exercise i.e. the 21 day Display/Issuance exercise and the 5 day supplementary form CLN 9 display.

## **VII. Duties of Supervisors**

1. There shall be the following Supervisors;
  - i. Returning Officer;
  - ii. Assistant Returning Officer;
  - iii. District Registrar;
  - iv. Assistant District Registrar;
  - v. County Supervisor;
  - vi. Sub-county Supervisor; and
  - vii. Parish Supervisor.
2. Supervisors will be responsible for all Display/Issuance officials and materials under their jurisdiction and must ensure proper accountability.
3. Supervisors will ensure timely delivery of all materials at the commencement of the exercise and timely retrieval at the end of the exercise.
4. Supervisors will ensure that the exercise is conducted in a free and fair manner within their areas of jurisdiction.

## **VIII. Accountability**

All Display/Issuance officials are urged to take accountability for all materials under their custody seriously. Returning Officers and District Registrars are further urged to ensure retrieval of both used and unused Display/Issuance materials to the District headquarters. To this effect, form **CLN 8** needs to be filled accurately and duly endorsed by all supervisors at all levels.

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**CHAIRMAN, ELECTORAL COMMISSION**