



## **GUIDELINES FOR UP-DATE OF PHOTOGRAPH BEARING VOTERS' REGISTER AND ISSUANCE OF PHOTOGRAPH BEARING VOTERS' CARDS**

### **I. The Update Exercise**

- (1) There shall be an Up-date of the photograph-bearing voters' register at POLLING STATION level within the parish in preparation for the next general elections.
- (2) The exercise shall take place on the dates to be announced by the Commission from 8.00 a.m. to 5.00 p.m. daily, including weekends.
- (3) Application for registration as a voter or application for transfer to other voting locations shall be accepted during the up-date exercise.
- (4) An Update Officer and the Cameraman (Update Team) will apply, in writing, to the Parish Supervisor and, on recruitment, will be appointed by the Returning Officer to carry out the up-date exercise.
- (5) When appointing the Update Team, the Returning Officer will take into consideration the record of persons who have worked as Update Officers/Cameramen before. Those whose performance was not satisfactory should not be appointed.
- (6) For this update 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;
  - ix. Update officer;
  - x. Cameraman; and
  - xi. Issuance Officer.
- (7) The purpose of the up-date is to:
  - i. Register new eligible applicants.

- ii. Conduct transfer of voters who wish to transfer to new voting locations;
- iii. Enable voters confirm that their photographs match their particulars;
- iv. Retake images that may be missing on the register using the preprinted locator number. This number will be held against the chest of the voter so as to appear in the photograph.

## II. Work of The Up-Date Officers

- (1) The Update Team will update the voters' register at each polling station in the parishes assigned according to the programme prepared and circulated prior to the commencement of the update exercise.
- (2) An Up-date Officer shall ensure that:-
  - (a) Valid applications for fresh registration and transfer of voters during the up-date period are accepted;
  - (b) The voters' roll for the polling station is up-dated for the entire period of the up-date exercise;
  - (c) Any other interested person who turns-up to monitor/observe the exercise is allowed to do so;
  - (d) Images that are missing on the register are retaken and ensure that the locator number appears in the photograph.

### THE UPDATE TEAM SHOULD NOTE THE FOLLOWING;

- i. The Cameraman will retake photographs missing in the register during the up-date exercise.
- ii. Where the photograph and the corresponding particulars belong to the same voter, tick in the box provided on the register.
- iii. Where a photograph appearing against the particulars in the register is not for the owner of the particulars, put Code "WP" in the box provided on the register and then fill in form **CLN 3** provided.
- iv. In filling **CLN 3**, the update officer will fill the '**Perno**' of the wrong picture and the particulars appearing against it, on the register, in the first column and then fill the particulars matching the image in the second column marked 'Correct Particulars'.
- v. If persons who have wrong photographs appearing against their particulars can be identified, their photographs should be retaken using the 'Perno' appearing against their particulars.
- vi. The Update Officer will sign forms **CLN 3** before submitting them to the District Registrar for delivery to the Commission Headquarters.

**N.B For avoidance of doubt, under no circumstance should the update officer cross out particulars appearing on the register.**

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

1. A general up-date of the photograph-bearing register will be conducted at the Polling station level by an Up-date Officer/Registration Officer and Cameraman (Update Team).
2. The Up-date Team shall be recruited and appointed, in writing, by the Returning Officer. Copies of the appointment letters will be kept in the offices of the District Registrars.
3. When appointing the Update Team, the Returning Officer will take into consideration the record of persons who have worked as Update Officers/Cameramen before. Those whose performance was not satisfactory should not be appointed.
4. Each Up-date team will be assigned to conduct the up-date exercise in two parishes. The selection of the parishes shall be decided locally depending on circumstances on the ground.
5. The Up-date team will draw up a programme reflecting their movement, polling station-by-polling station, within the two parishes assigned to them and this programme **MUST** be availed to the Parish and Sub-county Chiefs, Village Chairpersons and Issuance Officers of each polling station within the two parishes.
6. The Up-date exercise will be conducted for a period of **thirty (30) days** and remuneration for each Up-date/Registration Officer and the Cameraman will be as follows:-
  - (i) Up-date/Registration Officer will earn **Shs.50,000/=** for the entire period.
  - (ii) Cameraman will earn **Shs.50,000/=** for the entire period.
  - (iii) Transport allowance for each member of the Update Team will be **Shs.2,000/=** per day per person.
6. The Up-date Officer/Registration Officer should check and confirm that the applicants that are eligible to register are not registered as voters elsewhere. This can be done by interviewing the applicant.
7. All registration, transfer and CLN forms used **MUST** be accounted for by filling form **CLN 8 (Report Form)**.

8. The Up-date exercise must be conducted with impartiality.
9. **All** details of the Applicant must be filled in the relevant application forms (Voter registration Forms/Application for Transfer to New Voting Location Form) using CAPITAL LETTERS in each box.
10. Names and codes of administrative units of the voting location **MUST** be indicated in Section III of the form for Application for registration as a voter.
11. Particulars of the voters who come to confirm their registration status should be ticked in the voter's register.
12. Applications for transfer to new voting locations should only be accepted when accurate details of the current registration are available, that is;
  - i. District;
  - ii. Constituency;
  - iii. Sub-county;
  - iv. Parish, and
  - v. Polling Station.

## **Or**

When the applicant furnishes the Up-date officer with his/her **personal locator number** of eight (8) digits. The applicant will then be issued a carbon copy of the transfer form (PINK) **NOT** the original application form.

13. During the up-date, retaking of any photographs that may be missing on the voters' registers should also be undertaken by the Cameraman/Retake official.
14. An Update Officer will ensure that update returns are submitted to the Sub-county Supervisor on a weekly basis for onward transmission to the Commission.

### **III. The Issuance Exercise**

- 1) Photograph bearing voters' cards will be issued at each POLLING STATION within the parish during the Update exercise.
- 2) The issuance exercise shall take place on the dates to be announced by the Commission from 8.00 a.m. to 5.00 p.m. daily, inclusive of weekends, at each polling station.

- 3) An Issuance Officer will apply, in writing, to the Parish Supervisor and, on recruitment, will be appointed by the Returning Officer to issue voters' cards to registered voters during the exercise.
- 4) 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.
- 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.

## V. Work of an Issuance Officer

- 1) Issuance Officers shall ensure that: -
  - a) They account for all voters' cards they have received and must balance the numbers at the end of each day. This will be done by crossing out a number, on the '**Score Card**' provided, for each voter's card issued.
  - b) Voters' cards are only issued to the rightful owners who will be required to sign on form **CLN 2**.
  - c) They retain voters' cards that have either defects or errors. They shall make the necessary corrections on the voters' register and fill **CLN 3**, where applicable.
  - d) They fill in form **CLN 2** for each voter's card issued and ensure that the owner of the voter's card signs/thumbprints against his/her particulars on the form.
  - e) They fill in form **CLN 4** for voters that belong to that polling station but whose cards are missing and ensure that the owner of the missing card signs/thumbprints against his/her particulars on the form.
  - f) They keep proper custody of all the issuance of voter cards materials.

- g) They submit filled **CLN 2 and 4** forms to the Tribunal for endorsement.

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

1. Prior to the commencement of the voters' card issuance exercise, the 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 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** countrywide and each Issuance Officer will issue cards at one specific polling station assigned to him/her.
4. The Issuance programme will run concurrently with the up-date of the voters' register.
5. Form **CLN 2** will be used to record all the particulars of persons who will be issued with cards and both the owner of the voter's card and members of the Parish Tribunal **MUST** sign the **CLN 2** forms for confirmation.
6. Form **CLN 4** will be used to record all the particulars of persons who belong to a polling station but whose cards are missing.
7. 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.
8. The Issuance exercise will be conducted for a period of **thirty (30) days** and remuneration for each Issuance Officer will **Shs.55,000/=** for the entire period.

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

## **VII. 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 woman.
- 2) The Returning Officer shall caution parish tribunals whose performance was not satisfactory in exercises conducted before prior to re-appointing them. Where possible the composition of such tribunals should be altered.
- 3) The Parish Tribunal shall ensure that voters' cards are only issued to the rightful owners.
- 4) The Parish Tribunal shall endorse the filled **CLN 2 and CLN 4** forms after confirming (3) above on a weekly basis after which the forms will be submitted to the Sub-county Supervisor.
- 5) The Parish Tribunal shall hear and settle any disputes arising out of the issuance exercise. Disputes that cannot be satisfactorily settled should be communicated, in writing, to the Returning Officer.
- 6) Members of the Parish Tribunal shall receive Shs. 5,000 per person.

## **VIII. 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 Update/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 programmes are made, adhered to and widely circulated within their areas of jurisdiction.

5. Supervisors will ensure that the exercise is conducted in a free and fair manner within their areas of jurisdiction.

## **IX. Accountability**

All Update/Issuance officials are urged to take accountability for all materials under their jurisdiction seriously. Returning Officers and District Registrars are further urged to ensure retrieval of both unused update materials (e.g registration forms) and the balance of voters' cards that will not have been issued 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**