



Checklist for Election Agents in Kenya

1	Agents Name:	2	Phone Number:
3	Constituency:	4	Polling Station Name & Number :
5	Party/ Independent candidates name:		

A. CHECKLIST

1.0 Opening of the Polling Station

1.1 Was the agent's letter of appointment from the political party / candidate shown to the Presiding/Deputy presiding Officer by the agent?

Yes No

1.2 Are there other party/ independent candidates' agents present?

Yes No

If yes write down the total number of agents present

1.3. Was the polling station properly set up?

Yes No

1.4 Were all required election materials available before the opening of the polling station?

Yes No

1.5. Tick the material available:

a. Ballot papers for the entire election	<input type="checkbox"/>	b. Ballot boxes for each election	<input type="checkbox"/>	c. Voting booths	<input type="checkbox"/>
d. Voters register	<input type="checkbox"/>	e. IEBC stamps	<input type="checkbox"/>	f. Indelible ink	<input type="checkbox"/>
g. IEBC and political parties / independent candidate seals	<input type="checkbox"/>	h. Stationery	<input type="checkbox"/>	i. KIEMS KIT	<input type="checkbox"/>

If NO, list the materials that were missing and reasons, if any, given

1.6. How many voting booths are in the polling station?

One Two Three More than three

1.7 Was the voting booths set up in a manner that preserves the secrecy of the ballot?

Yes No

1.8 Tick the present at the time of opening?

a. Presiding officer /Deputy Presiding officer:	<input type="checkbox"/>	b. Queuing Clerk:	<input type="checkbox"/>
c. Voter identification (Clerk 1):	<input type="checkbox"/>	d. Voter register (Clerk 2):	<input type="checkbox"/>
e. Ballot issuing (Clerk 3):	<input type="checkbox"/>	f. Ballot issuing (Clerk 4):	<input type="checkbox"/>
g. Ballot issuing (Clerk 5):	<input type="checkbox"/>	h. Ballot control and inking (clerk 6):	<input type="checkbox"/>
i. Police officer	<input type="checkbox"/>		

1.9. Tick the accredited and or authorized persons present:

a. Political party & candidate agents
 b. Independent candidate
 c. Observers
 d. Media
 e. IEBC officials
 f. Security officials
 f. Candidate/Running mate
 g. If any other please indicate _____

1.10. Did the PO/DPO display the ballot boxes before they were sealed?

Yes
 No

1.11. Were they empty?

Yes
 No

1.12. Did the PO/DPO affix IEBC seals to the ballot boxes?

Yes
 No

If yes record the serial numbers

1.13 Are all the ballot papers received for the correct electoral area?

Yes
 No

1.14 Record the ballot paper serial numbers by ballot book

BALLOT BOOK		PRESIDENTIAL	NATIONAL ASSEMBLY	SENATOR	COUNTY WOMEN MEMBER OF THE NATIONAL ASSEMBLY	GOVERNOR	MEMBER OF THE COUNTY ASSEMBLY
BOOK 1	First						
	Last						
BOOK 2	First						
	Last						
BOOK 3	First						
	Last						
BOOK 4	First						
	Last						
BOOK 5	First						
	Last						
BOOK 6	First						
	Last						
BOOK 7	First						
	Last						
BOOK 8	First						
	Last						
BOOK 9	First						
	Last						
BOOK 10	First						
	Last						

1.15 Did the polling station open at 6am?

 Yes No

If NO what time did it open and what were the reasons for late opening?

1.16 Who witnessed the opening of the polling station?

2.0 Polling

2.1. Is the queue for voters orderly and is there a queuing clerk?

 Yes No

2.2. Are sick, elderly, women with children and expectant women given priority to vote

 Yes No

2.3. Do the ballot papers issued have the IEBC stamp at the back?

 Yes No

If no, what is the reason for issuing a ballot paper without a stamp?

2.4. Is the voter issued with only one ballot for each election?

 Yes No

2.5 Did anyone vote without an identification card or valid passport?

 Yes No

2.6 Did anyone vote who was not in KIEMS but was in the hard copy of the register voters?

 Yes No

If yes, how many

2.7 Are eligible voters denied ballot papers; if no, state why?

2.8 Each voter's left hand index finger was marked with the indelible marker after voting

 Yes No

2.9 A voter places only one ballot paper in each ballot box;

 Yes No

If no, explain

2.10 Voters who have cast their ballots and who are not authorized by the IEBC to stay inside the polling station leave after voting;

 Yes No

2.11 Indicate the number of assisted voters who come with their own person to assist them _____

2.12 Indicate the number of assisted voters who receive assistance from the PO/ DPO while agents witness

2.13 A voter who has marked a ballot wrongly is issued another ballot;

Yes No

If no, why? If yes, indicate number

2.14 Voter requesting a second ballot hands back the spoiled one

Yes No

3.0 Closing of the Polling

3.1. Was the polling station closed at 5pm?

Yes No

If no, explain why?

3.2 Were there voters on the queue at the time of closing?

Yes No

3.3 And if so were they allowed to vote?

Yes No

3.4 Were the seal(s) placed on each ballot box at the start of the poll intact at the time of closing?

Yes No

3.5 The aperture of the ballot boxes is closed and a seal(s) affixed in the hole beside it.

Yes No

If yes, record the serial number(s) of the seals?

4.0 Counting and Tallying of Votes

4.1 Tick who was present at the counting hall

a. Election Officials	<input type="checkbox"/>	b. Candidates	<input type="checkbox"/>	c. Political party or candidates agents	<input type="checkbox"/>
d. Observers	<input type="checkbox"/>	e. Media	<input type="checkbox"/>	f. Security agents	<input type="checkbox"/>
g. If any other please indicate _____					

4.2 The PO/DPO show all present in the polling station that the ballot boxes were sealed and the content was intact?

Yes No

4.3 The PO/DPO/Counting Clerk examines each ballot to determine its validity, shows it to the candidates or their agents and calls out loud the name of the candidate to whom the vote is awarded or rejects it by stating the reason why

4.4 The valid ballots are placed on a pile for each candidate?

Yes No

4.5 The Rejected, Rejection objected to and the disputed ballots are placed on separate piles?

Yes No

4.6 Did the PO / DPO counts and announces the unused ballot papers?

Yes No

4.7 The PO/DPO explains why a ballot is rejected.

Yes No

Record the cases

4.8 The PO announces loudly the results of the count of the valid ballots cast for each candidate

Yes No

4.9 Did the presiding officer satisfactorily resolve any objections about rejected and disputed ballots?

Yes No

If no state the reason?

4.10 The PO/DPO completes and enters the results of the count in the tallying sheet form

Yes No

4.11 Did PO/DPO and agents sign what was recorded for the presidential results in the result declaration form 34A?

Yes No

4.12 Did PO/DPO and agents sign what was recorded for the other election in the result declaration form 35A, 36A, 37A,38A& 39A

Yes No

4.13 Summary of the counting/ tallying

	Total number of valid votes cast for the entire polling station	Total number of rejected votes for the entire polling station	Total number of disputed votes for the entire polling station	Total number of votes cast for your parties/ independent candidate
Presidential				
Senator				
Women representative				
Member of Parliament				
Governor				
County assembly representative				

4.14 Did all the agents present agree to the totals announced at the polling station and were copies of results given to them?

Yes No

If no state the reason?

4.15 Did KIEMS function in the transmission of results?

YES NO

B. Critical Incidents

Time of Incident: _____: _____

1. Did any of the following incidents occur during the polling?

- | | | | |
|--|--------------------------|---|--------------------------|
| a) Violence in or near polling station | <input type="checkbox"/> | b) Intimidation or harassment of voters | <input type="checkbox"/> |
| c) Restricting voters' rights to vote | <input type="checkbox"/> | d) Polling station closed during voting hours | <input type="checkbox"/> |
| e) Vote buying | <input type="checkbox"/> | f) Ballot box stuffing or multiple voting | <input type="checkbox"/> |
| g) Chaos in or around the polling centre | <input type="checkbox"/> | h) Limiting the rights of observers | <input type="checkbox"/> |
| i) Problems during counting | <input type="checkbox"/> | j) Stealing or damaging ballot box or ballots | <input type="checkbox"/> |
| k) Were there suspicious numbers of assisted voters? | <input type="checkbox"/> | | |
| l) Significant problems or disagreements about the count | <input type="checkbox"/> | | |
| m) Failure of technology during voting or counting | <input type="checkbox"/> | | |

n) Other (Explain) _____

2. Did anyone Witness the incident:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

C) The incident was reported to me by someone else

3. In your opinion, how many votes/voters were influenced/ affected by this incident?

4. Detailed explanation

Please indicate concrete facts regarding each of the incidents described in the form, including: who participated in it (their position and affiliation) and the sequence of events. Indicate any other local or international observers, representatives of election subjects, commission members or voters that also witnessed the incident. If more space is needed, please continue writing on the back of this form.

5. Leave the polling station so that you can call (the chief agents- depending on reporting plan) and report the incident. I affirm, to the best of my ability, that all of the information recorded on this form is accurate and truthful.

Name: _____

Signature: _____

