**NATIONAL COUNCIL ELECTIONS**

**Check Memo for National Observers[[1]](#footnote-1)**

This Check List for National Observers should be used for assessing the completion of tasks so assigned, right after the notification calling the elections and till the completion of the conduct of the elections.

Note that this Check List does not elaborate on the tasks to be performed, and **cannot** be referred to as an exhaustive list of the roles and responsibilities of National Observers.

This Check List should be used as a quick reference point and to confirm the completion of tasks.

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| **Sl. No.** | **ACTION TO BE TAKEN** | **Check and tick if done as per procedure** |
| **REMARKS** | **Check (√) for YES and (X) for NO** |
| **A. On appointment and assuming duty** |
| 1 | Remain independent and apolitical to observe the various stages of the electoral processes to ensure free and fair elections | Whether understood? |  |
| 2 | Familiar with the date as to when the election campaign starts and stops | Whether familiarized? |  |
| 3 | Familiar with the Election Forms given in the Strategy for Conduct of Elections | Whether familiarized? |  |
| 4 | Observe whether the updated and latest Voters' Lists have been provided | Whether observed? |  |
| 5 | Familiar with the reporting requirements as per the given reporting formats? | Whether familiarized? |  |
| 6 | Observe the administrative and organizational arrangements for conduct of free and fair elections, including roles, responsibilities and functions of Returning Officers, Election Coordinators, Security Coordinators and the Dzongkhag Election Officers and the ECB  | Whether the officials are aware of their roles and responsibilities and adhere to the Code of Conduct? |  |
| 7 | Serve as Expenditure Observers to monitor campaign expenses of candidates  | Whether such roles have been undertaken by verifying bills and relevant documents? |  |

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| 8 | Procedures for Postal Ballots followed by the Returning Officers | Whether the Returning Officers have followed the procedures prescribed? |  |
| 9 | Submit weekly observation reports to Election Commission with a copy to Dzongkhag Electoral Officer | Observations to be recorded and submitted as per requirement |  |
| **B. Nomination and Scrutiny** |
| 1 | Observe and record the proceedings of *Dhamngoi Zomdu* and see if the procedures have been followed | Whether *Dhamngoi Zomdu* are conducted as per requirement? |  |
| 2 | Monitor and observe the processes of nomination, scrutiny and withdrawal of candidature | Whether monitored? |  |
| 3 | An Observer shall closely monitor the electoral process and report to the Commission on weekly basis | Whether monitored and reported? |  |
| **C. During Campaign** |
| 1 | Candidates for the National Council Elections do not exceed election campaign expense beyond Nu.150000/- as per the ceiling fixed by the Commission. | Whether observed? |  |
| 2 | Candidates conduct door to door campaign within specified time. | Whether the rule has been followed? |  |
| 3 | No fresh expenses from the campaign account shall be incurred by the candidate after the closure of campaign period | Whether such expenses have been observed?  |  |

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| 4 | Candidates maintain proper record of expenditure incurred during election supported by proper bills/receipt/cash memo  | Instruct candidates to use Public Election Fund Form No.12B |  |
| 5 | Candidates submit expenditure statements on weekly basis for verification | Whether such verification has been recorded in Public Election Fund Form No.5B |  |
| 6 | Candidate have conducted their campaign in accordance with the law and all forms of election campaign stop 48 hours before the commencement of Poll | Whether the rule has been enforced? |  |
| **D. During Poll Day** |
| 1 | Effective supervision of the Poll | Whether observed? |  |
| 2 | Voting procedures are being correctly followed by the Polling Personnel and that those duties are carried out impartially | Whether all prescribed procedures have been followed? |  |
| 3 | Voters have been able to cast their votes freely and without fear or undue influence | Whether observed? |  |
| 4 | Secrecy of the Ballot is ensured | Whether observed? |  |
| 5 | Ensure Candidates do not exercise undue influence upon the voters either at or near the polling stations | Whether enforced? |  |
| 6 | Attend the counting of the votes and observe that all procedures are correctly applied and that the secrecy rules are obeyed | Whether attended? |  |
| 7 | Poll Day observation have been recorded in the prescribed form for all Polling Stations visited |  |  |
| **E. After Poll Day** |
| 1 | Submit Main Report of Election Observation Form No.4B to the Commission | Whether submitted the Final Report? |  |

1. Please attaché this Form along with Main Report (Election Observation Form No.4) [↑](#footnote-ref-1)