

ELECTION COMMISSION OF BHUTAN



Hand Book for Counting Officer 2016



འབྲུག་གི་བཅོག་འཁུ་ལྷན་ཚོགས།

ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections & Referendums)



FOREWORD

Dated: 16th of September 2016

Dear Counting Supervisor,

With the adoption of the Constitution on the 15th Day of the Second Fifth Month of the Male Rat Year corresponding to 18th of July 2008, the Kingdom of Bhutan was formally established as a Democratic Constitutional Monarchy with the sovereign power bestowed upon the citizens of Bhutan wherein this sovereign power shall be exercised through periodic elections conducted in a free and fair manner.

Therefore, in our endeavour to establish a strong electoral system and to ensure free and fair election, the Election Commission has published this Handbook. Upon assuming your responsibility, you must read this Handbook thoroughly in conjunction with the various Electoral Laws, Rules, Regulations and Guidelines issued to you in this regard.

We are confident that this Handbook will guide you to discharge your duty as a Counting Supervisor efficiently and effectively.

(Chogyal Dago Rigdzin)

CHIEF ELECTION COMMISSIONER

Table of Contents

FOREWORD	i
CHAPTER - 1	1
Introduction	1
Overview of Elections	2
Election Officials	2
Employment Conditions	3
CHAPTER - 2	5
Introduction	5
Appointment of Counting Supervisor	5
CHAPTER - 3	6
Introduction	6
Roles and Responsibilities	6
Collection of Documents	7
Rules and Regulations	7
Guidelines	8
Other Documents	8
CHAPTER - 4	9
The Role of the Presiding Officer	10
SMS Formats and standards	10
Uncontested Elections	11
ECB Mobile Apps	12

Part II- for Presiding Officers	12
Some Screenshots of the ECB App Part-II	13
CHAPTER - 5	14
Electronic Voting Machines (EVM)	15
Features on the EVM	17
CHAPTER - 6	19
Introduction	19
Representatives	19
Counting of Postal Ballot	21
Invalid Ballot Paper	21
Valid Vote	22
Counting Procedure	22
Discovery of more than One Ballot Paper	23
Recording of Results	23
Counting of Votes on EVM	24
Opening of Control Unit	25
Comparison of the Serial Number of the Paper Seal	25
Tampered Control Unit	26
Counting of the Results of the Local Government Elections	26
Consolidation of Results	28
Announcement of Results	29
Withholding of Announcement of Results	29
Re-count	30

CHAPTER - 1

ELECTIONS

Introduction

Counting of votes and declaration of results is the last step but the most critical stage in the election process. The power of voters in the election of their representatives lies in the correct and proper counting of votes. Therefore, the importance of the process of counting of votes hardly needs to be emphasized further.

Therefore, the Handbook for Counting Supervisors is designed to guide the officers to carry out a systematic and error free counting of votes.

Five Laws that govern the conduct of Local Government elections are:

1. The Constitution of the Kingdom of Bhutan;
2. The Election Act of the Kingdom of Bhutan, 2008;
3. The Public Election Fund Act of the Kingdom of Bhutan, 2008;
4. The National Referendum Act of the Kingdom of Bhutan, 2008;
and
5. The Local Government (Amendment) Act of the Kingdom of Bhutan, 2014.

You must read this handbook thoroughly in conjunction with the above Laws, Electoral Rules, Regulations, Guidelines, Orders and Notifications issued in this regard by the Election Commission.

Overview of Elections

The Local Government Elections in Bhutan comprises the elections to Dzongkhag Tshogdus, Gewog Tshogdes and Dzongkhag Thromde Tshogdes. The term of Dzongkhag Tshogdu, Gewog Tshogde and Thromde Tshogde, unless dissolved earlier, is for five year counted from the date of the first sitting of the respective bodies.

A Dzongkhag Tshogdu shall comprise of all Gups and Mangmis elected to the Gewog Tshogdes of the concerned Dzongkhag and one each elected from the Dzongkhag Thromde and Dzongkhag Yenlag Thromdes.

A Gewog Tshogde shall comprise of a Gup and a Mangmi elected from that Gewog and a minimum of five and maximum of eight Gewog Tshogde Tshogpas from every Chiwogs assigned to a particular Gewog.

A Dzongkhag Thromde Tshogde shall comprise of a Thrompon elected by the Dzongkhag Thromde and a minimum of six and Maximum of nine Dzongkhag Thromde Tshogde Tshogpas elected from each Dzongkhag Thromde Demkhong equal to the number of seats allocated to the particular Dzongkhag Thromde.

Election Officials

The Election Act provides that the Election Commission can deploy, in connection with elections, any officer or staff of the Government including election security personnel. All persons so employed will be deemed to be on deputation to the Commission and are subject to the control, superintendence and discipline of the Commission, during the period for which they are so employed.

The Election Officials appointed for the conduct of Local Government election includes National Observers, Micro-Observers, Returning Officers, Presiding Officers, Polling Officers, Polling Assistants and Counting Supervisors. The Observers are appointed to observe and report on the manner in which elections are conducted. The Returning Officer is the Officer-in-charge of elections in a Dzongkhag/*Demkhong*.

It must be borne in mind that all Election Officials must be apolitical and further, must ensure that they are not posted to the Dzongkhag/*Demkhong* where his/her *Gung* or *Mitsi* is registered.

The Assistant Returning Officer, Presiding Officer and Counting Supervisor reports to the Returning Officer. In the Polling station, the Presiding Officer conducts the elections assisted by the Polling Officers and Polling Assistant. The Counting Supervisor carries out the counting of votes at the close of polls.

In addition, the Election Commission will also be using the services of the election security personnel through the Election Security Coordinator at the Royal Bhutan Police Headquarters and Superintendents of Police in the respective Dzongkhags to ensure safe, free and fair conduct of elections.

Any senior government officer deployed as the Chief Election Coordinator will be responsible to give the overall support during election in his/her respective Dzongkhag/*Dungkhag*/*Gewog*.

Employment Conditions

For effective and efficient discharge of the duties of the Election Officials, the Election Commission will ensure that a conducive and safe working environment is provided during their temporary appointment. The Dzongkhag Election Office shall extend all support, coordination and

advisory services to these on Election duty including for arranging polling stations in coordination with the Chief Election Coordinators.

All entitlements due to the Election Officials so appointed will be provided by the Election Commission of Bhutan governed by the ECB Service Rules (BCSR) and the Royal Government of Bhutan Financial Management Manuals and norms in vogue. Arrangements for accommodation and food during the temporary appointments will have to be made by yourself and the cost met from the Daily Allowance (D.A) admissible to you.

CHAPTER - 2

COUNTING SUPERVISOR

Introduction

The Returning Officer of Local Government will appoint Counting Supervisors and Counting Assistants to assist him/her in the performance of his/her duties relating to the counting of votes at the election.

The Presiding Officer and the Polling Officers of the polling station will be appointed as a Counting Supervisor and Counting Assistant in performing the task of counting votes at the polling station. The Counting Supervisors will be made, as far as possible, from officials/civil servants at or above Grade 8.

Appointment of Counting Supervisor

The appointment as Counting Supervisors is subject to the control, superintendence and discipline of the Election Commission. The appointment is of temporary nature and you will be on deputation from the date of appointment till your formal release. On completion of the counting and declaration of results, the Election Commission will relieve you from the responsibility.

The appointment letter will be issued not later than two weeks before the date of poll. The appointment letter will indicate the number and name of the counting centers at which you will be on duty as prescribed in **Appointment Letter Form No. CS-1.**

The Commission will reserve the right to revoke such appointment or change the counting center assigned at any time.

CHAPTER - 3

ROLES AND RESPONSIBILITIES OF COUNTING SUPERVISORS

Introduction

As a Counting Supervisor, you have an important role to play in the counting of votes. It is necessary for this purpose to equip yourself fully with the law and procedure and other relevant Rules, Regulations, Guidelines and directions of the Election Commission in relation to counting of votes. Procedure which is contrary to the legal requirement applied by you may result in the recount of votes.

Roles and Responsibilities

The broad outlines of the roles and responsibilities of counting supervisor are as follows:

1. Undertake the counting of votes and announcement of the result, as directed by the Returning Officer;
2. Keep in ready possession all relevant instructions of the Returning Officer;
3. Acquaint yourself fully with the latest rules and procedures prescribed for the counting of votes;
4. Acquaint yourself fully with the rules and regulations relating to Postal Ballot votes;

5. Familiarize yourself with the operation of voting machines;
6. Attend all rehearsals and trainings without fail;
7. Refrain from communicating to any person any information regarding the result before the formal announcement of the result at the counting center; and
8. Ensure that the counting is done in a lawful, efficient and transparent manner.

Collection of Documents

You must at the demonstrations of the voting machines arranged by the Returning Officer, collect the following documents from the Dzongkhag Electoral Officer without fail and should also be conversant with the Electoral Laws:

Rules and Regulations

1. Election Advertising Regulations of the Kingdom of Bhutan, 2018
2. Election Dispute Settlement Rules and Regulations of the Kingdom of Bhutan, 2018
3. Media Coverage of Elections Rules and Regulations of the Kingdom of Bhutan, 2018
4. Postal Ballots Rules and Regulations of the Kingdom of Bhutan, 2018
5. User Manual for the Compilation of Election Results via SMS Gateway using the Mobile Application (Poll Info)

6. Electronic Voting Machine (EVM) Rules and Regulations of the Kingdom of Bhutan, 2018
7. Election Security Rules and Regulations of the Kingdom of Bhutan, 2012

Guidelines

1. Guidelines for Implementation of Section 464 of the Election Act of Kingdom of Bhutan 2008 Relating to Equality of Votes in Re-Elections, 2013
2. Guidelines for Implementation of Section 323 of the Election Act of the Kingdom of Bhutan, 2008 regarding the Physically Challenged and Remote Area Voters, 2018

Other Documents

1. Code of Conduct for Election Officers, 2013
2. Election Code of Conduct for Political Parties and Candidate, 2013
3. Hand Book for Counting Officer
4. Hand Book for Counting Supervisor
5. Hand Book for Polling Officer
6. Hand Book for Presiding Officer

CHAPTER - 4

COLLATION AND TRANSMISSION OF ELECTION RESULTS AND VOTER TURNOUT REPORTS

The Election Commission of Bhutan collects the Voter Turnout Reports and EVM Election Results directly from the Polling Stations via the Presiding Officers and makes those data available to the general public on the poll day. The Election Commission of Bhutan utilizes the SMS (Text Messaging) technology with the combination of Mobile Applications for relaying of the above information from the polling station, compilation and generation of instant voter turnout reports with accuracy, efficiency and minimum human error.

It helps to compile and consolidate four hourly voter turnout reports and election results and ensures safe and secure maintenance of the records of election data for future reference. Therefore, the system is used to compile and consolidate periodical Voter Turnout Reports and Election Results on the Poll Day of any Elections.

This process involves recording the votes secured by an individual candidate in an Electronic Voting Machine (EVM) and transmission of the voter turnout & results to the central database maintained at the ECB.

While the collation and transmission of election results takes place at the end of the poll day, the transmission of voter turnout report takes place every after four hours once the poll begins.

The Role of the Presiding Officer

1. The Presiding Officers shall be responsible to relay the data from Polling Station through SMS Text Messaging Technology to the SMS System of the National Result Center.
2. Each presiding Officer shall be responsible to ensure that he/she, prior to the Poll day, knows and is familiar with the formats for sending Four Hourly Voter Turnout and EVM Results.
3. The function and role of the Presiding officers shall be to:
 - i. Type and send Four Hourly Voter Turnout in the format provided;
 - ii. Send the EVM Results, after the EVM Counting, as per the provided format; and
 - iii. Send the Age Category Wise Voter Turnout in the format provided after sending of EVM Results.

SMS Formats and standards

The ICT team in order to improve the user friendliness of the SMS System has reduced and simplified all the SMS as follows:

1. Format for Four Hourly Voter Turnout SMS by Presiding Officer

VT M * for male voter turnout**

VT F * for female voter turnout**

The blanks (***) at the end shall be the number of voters who voted

The SMS shall be invariably sent to 1919.

2. Format for Local Government Elections Results by presiding Officer.

The Result SMS format for the Local Government Elections shall be as per the example given below:

RE TH0101 *** is the Throm Candidate Identity Number;

RE GU0101 *** is the Gup Candidate Identity Number;

RE TS0101 *** is the Tshogpa Candidate Identity Number;

RE MA0101 *** is the Mangmi Candidate Identity Number;
and

RE TT0101 *** is the Thromde Ngotshab Identity Number.

*** shall be the exact number of EVM Votes obtained by the respective candidate.

Uncontested Elections

The Presiding Officers shall be responsible to send two SMS in case of uncontested election, one SMS for YES Votes and another for the NO Votes.

In the case of an uncontested election, the Result SMS Format for the YES or NO Votes shall be as per the example given below:

RE TH0101 *** is the “Yes” Votes Candidate ID; and

RE TH0101NC *** is the “No” Votes Candidate ID.

Where NC stands for No Contestant/Uncontested

3. Format for Age Category Wise Voter Turnout SMS by presiding Officer

There shall be six different SMS formats as listed below:

AC 1 M *** for male under age category 1 i.e 18-30 years;

AC 2 M *** for male under age category 2 i.e 31-50 years;

AC 3 M *** for male under age category 3 i.e 51 and above years;

AC 1 F *** for female under age category 1 i.e 18-30 years;

AC 2 F *** for female under age category 2 i.e 31-50 years;

AC 3 F *** for female under age category 3 i.e 51 and above years;

Where AC stands for Age Category

ECB Mobile Apps

Part II- for Presiding Officers

With the introduction of Mobile Apps that will enable the users with smartphones to send voter turnout reports and Election results from the EVM Machines by simply filling up a simple form on their mobile phones. The introduction of Mobile Apps would eliminate the human errors while typing SMS messages.

The Presiding Officers, as already specified in their Roles shall therefore, send Voter Turnout Reports, EVM Results and Age Category Wise Voter Turnout Reports using the forms provided in this ECB App.

The Presiding Officers, during the Refresher Course will download and install this app in their mobile phones and register their numbers with the ECB and preload the candidate list to be able to use this app without 3G connectivity on the Poll Day.

Some Screenshots of the ECB App Part-II

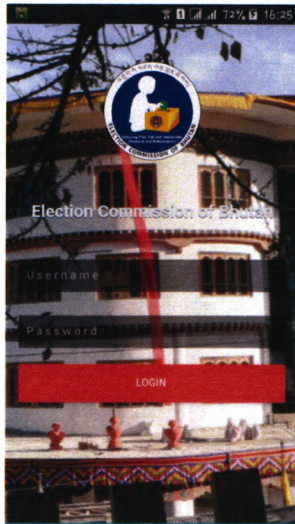


Fig.1 Login Interface

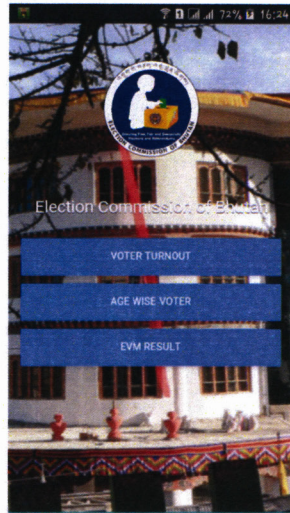


Fig.2 Home Screen

Fig.3 Age Wise Voter Turnout Interface

This screenshot shows the "Agewise Voter Turnout" interface. It has a blue header with a back arrow and a menu icon. The title "Agewise Voter Turnout" is in the center. Below the header, there are two input fields. The first is labeled "Age between 18-30 (M)" and contains the number "65". The second is labeled "Age between 18-30 (F)" and contains the number "74". A blue "SEND" button is located below these fields. At the bottom, there are two more input fields, one labeled "Age between 31-50 (M)" and another labeled "Age between 31-50 (F)", both of which are currently empty.

Fig.4 Voter Turnout Interface

This screenshot displays the "Voter Turnout" interface. It features a blue header with a back arrow and a menu icon. The title "Voter Turnout" is in the center. Below the header, there are two input fields. The first is labeled "Male" and contains the number "253". The second is labeled "Female" and contains the number "324". A blue "SEND" button is located below these fields. At the bottom, there is an input field labeled "Total voters: 578" which is currently empty.

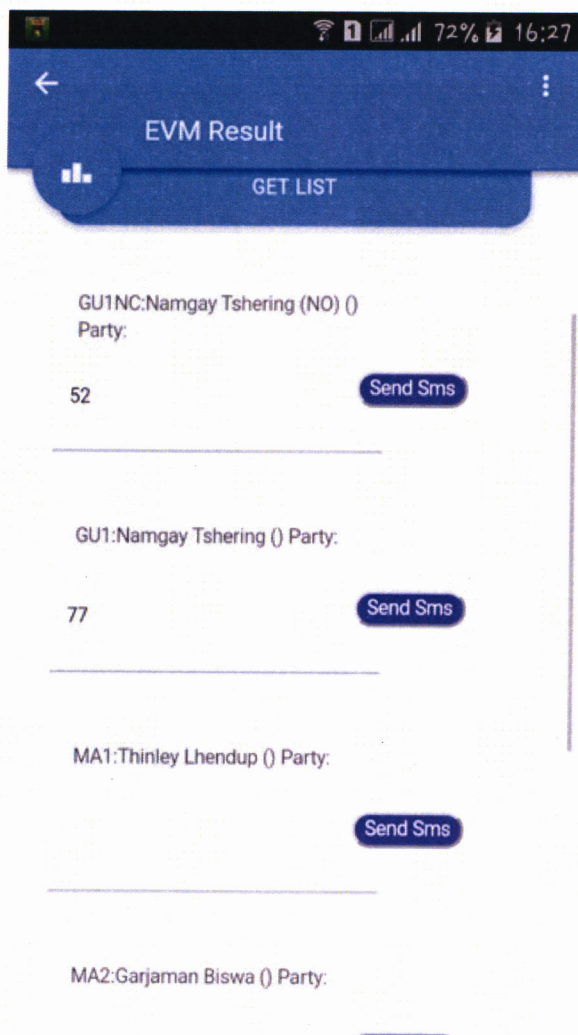


Fig.5 EVM Result Interface

CHAPTER - 5

INTRODUCTION TO ELECTRONIC VOTING MACHINES

Electronic Voting Machines (EVM)

The EVM consists of two units namely the “Ballot Unit” and the “Control Unit” which are inter-connected by means of a cable. The two units are supplied in two separate cases which is easy to transport.

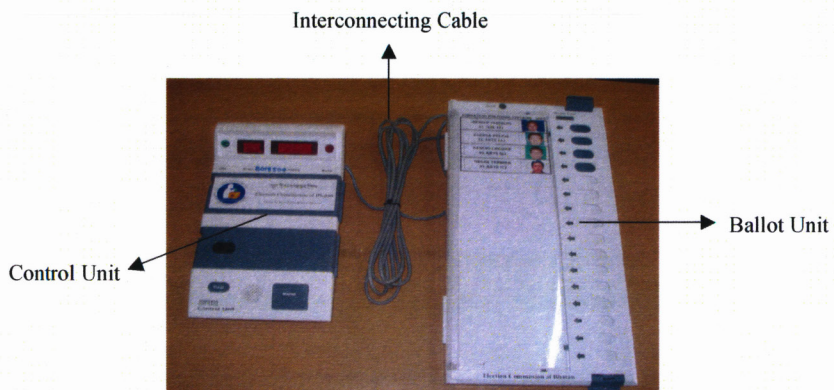


Fig 1.1: The Electronic Voting Machine

Each of the ballot unit caters to a maximum of 16 candidates. The ballot unit has a provision for a ballot paper containing the particulars of the candidate such as the name of the candidate and photograph (Refer Fig 2). The font size of the letters used for the label shall be a minimum of 8 millimeters and this is sufficiently legible by a person with normal vision from a distance of one metre.

The “Ballot Unit” has provision for a ballot paper containing the name and photograph of the contesting candidates.

The voter, to cast vote, must press the button opposite the name and photograph of the candidate of his/her choice. When the button is pressed a red light will glow alongside the button which will indicate that the vote has been recorded.

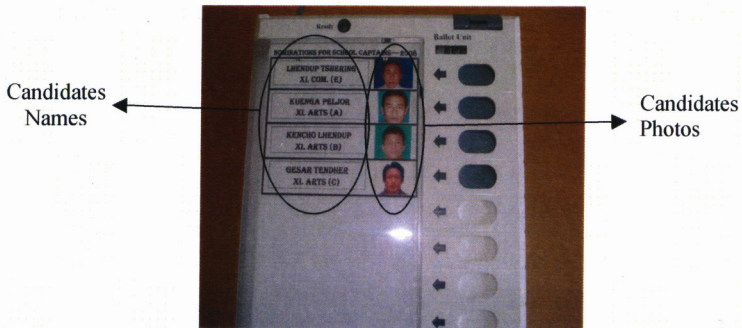


Fig 1.2: Example of Ballot Paper for Local Government

Four “Ballot Units” can be connected to a “Control Unit” at one time, that is to say a single “Control Unit” can cater up to 64 candidates.

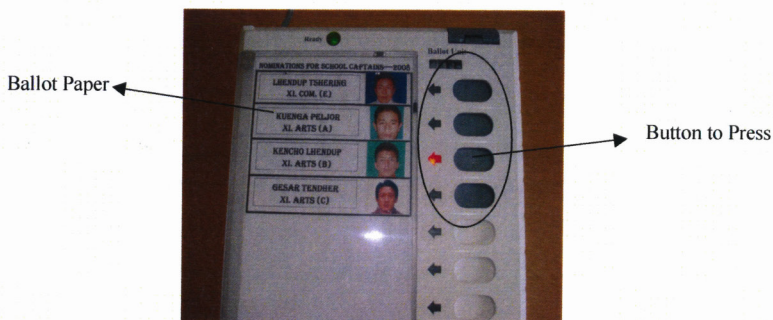


Fig 1.3: Ballot unit

Features on the EVM

On the “Control Unit” there is a display section on the top. Below the display section there is the “Cand Set Section” which contains two compartments the first compartment where the batteries are inserted and the second where the “Cand Set Button” is found and is used for setting the machine for the number of candidates.

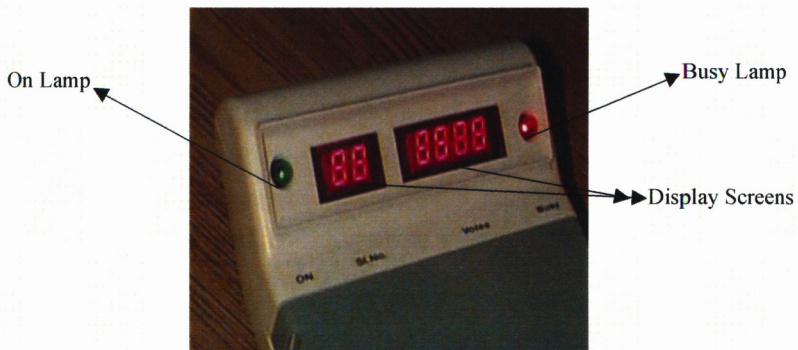
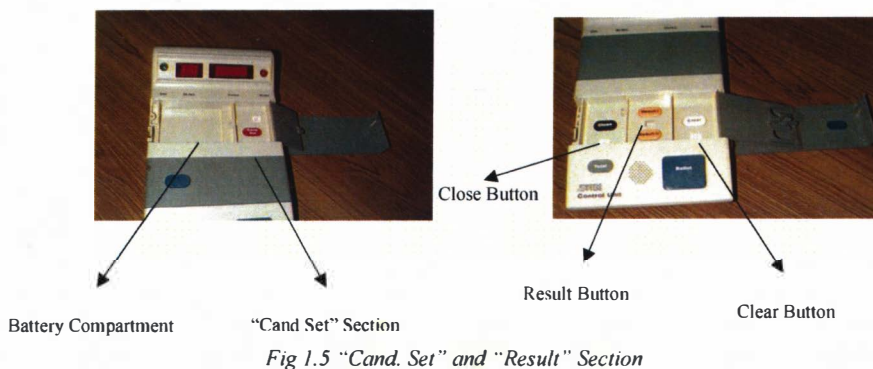


Fig 1.4: The Top Part

Next to the “Cand Set Section” is the “Result Section”. This section contains three buttons namely the “Close Button”, “Result Button” and the “Clear Button”. The “Close Button” is used for closing the poll, the “Result Button” for ascertaining the results and the “Clear Button” for erasing the data recorded. The “Close Button” once pressed will ensure that no further votes can be recorded for that election.



On the lower portion of the "Control Unit" is the "Ballot Section" which contains the "Ballot Button" and "Total Button." The "Total Button" when pressed will make the "Ballot Unit" ready for recording vote. The "Total Button" when pressed will display the total votes cast at that point of time, however this will not give the candidate-wise break up.



Fig 1.6: The Lower Part

For further information on the EVMs, you are required to read the EVM manual and the EVM Rules and Regulations of the Kingdom of Bhutan, 2012 prepared by the Commission.

CHAPTER - 6

COMMENCEMENT OF COUNTING

Introduction

The counting of votes will commence on the same day as the day of poll. The Returning Officer shall issue an Office Order instructing that all the Polling Booths, immediately at the close of poll, will be converted as counting centers. Whereas Returning Officer shall detail, in the Appointment Order, the Officials who shall assume the positions of Counting Supervisors and Assistant Counting Supervisors upon the close of poll.

Therefore, the Officer designated as Counting supervisor assisted by the Counting Assistant will count the EVM votes cast in the polling station and transmits the result to the returning Officer/Assistant Returning Officer concerned.

Representatives

To ensure transparency, counting of votes will be carried out in the presence of contesting candidates. However, as candidate cannot be expected to be physically present at each of such counting places and tables, the law permits the candidate to appoint his/her counting representatives, who may be present at each of the said counting places and counting tables to oversee the counting.

It should be noted that only one representative from each candidate is admitted at the closing, sealing, or counting of Postal Ballots and Electronic Voting Machines.

It also should be noted that following measures shall be taken at the Counting Center to avoid unauthorized access and premature dissemination of information:

- a. Counting Center shall be out of bound for media, except for the BBSC filming crew mandated to record the proceedings;
- b. No mobile phones shall be allowed in the Counting Centers;
- c. No one shall communicate the information on number of votes secured or move documents related to the counting out of the Counting Centers except under the authority of the respective In-charge;
- d. Observers will attend the Counting of the Votes to monitor the counting but shall not divulge any information to anyone;
- e. A person shall be allowed entry at Counting Centers only if he/she carries the photo identity card specifically issued by the Election Commission except for the security personnel designated for the place;
- f. No person shall make public any information related to the counting of votes unless authorized in writing by the Commission;
- g. A dedicated security personnel shall guard the entrance and the exit to a Counting Centers;
- h. The Security shall ensure that there is no movement of persons in and out of a Counting Centers except those that are specifically authorized while counting of Votes is in process;

Counting of Postal Ballot

The counting of Postal Ballot Paper will be carried out by the Counting Supervisors at the Counting Centers as designated by the respective Returning Officer. Therefore, the Postal Ballot Papers will not be received at the Polling Station nor counted at the counting centers for the polling area by the Presiding Officer designated as Counting Supervisors except as specified by the Returning Officer.

In the Counting Centers where the Postal Ballots are being counted, the counting of Postal Ballot Papers will precede counting of votes recorded on the EVMs.

Invalid Ballot Paper

While a Postal Ballot paper may be declared as being invalid even without the consent of the counting representatives, the counting representatives present must be allowed reasonable opportunity to inspect the Postal Ballot before you reject it as invalid.

The submission and/or objections by counting representatives after inspection must be carefully considered and you must decide by judicious application of mind whether the Postal Ballot is invalid or not.

Postal Ballot Paper will be considered as invalid, if it:

- a. Is a fake ballot paper;
- b. Is blank;
- c. Is not duly authenticated by the Returning Officer/Assistant Returning Officer;

- d. Does not contain the mark “Accepted” as endorsed by the Returning Officer/Assistant Returning Officer on the Envelope B. In such cases, the envelope must not be opened but marked as ‘Rejected’ on the envelope and stored separately from all other documents;
- e. Cannot be determined for which candidate or issue the vote is cast;
- f. Has been cast for more than one candidate or issue;
- g. Bears a mark of identification different from the one officially provided; or
- h. Has been tampered with or is so damaged that its identity as a genuine ballot paper cannot be established.

Valid Vote

Every Valid Postal Ballot received from the election of Gup, Mangmi, Tshogpa and Thromde Ngotshab shall be counted and entered in the result in **Form No. Postal Ballot -3A, 3B, 3C and 3F.**

Counting Procedure

Before commencing the counting of Postal Ballot Paper, the following procedures must be followed:

- a. Ensure that the seal of Postal Ballot Box is securely intact and seen by counting representatives;
- b. Opening each ballot box and counting and recording the number of ballot papers in it; and

- c. Verifying ballot paper account against the Postal Voters' List maintained by the Returning Officer/Assistant Returning Officer in the presence of the representatives.

After completion of the verification of the Postal Ballot Papers the counting must commence. During the counting, the ballot papers must be kept facing up to prevent any person from seeing the numbers printed on the back of the Postal Ballot Papers.

Discovery of more than One Ballot Paper

While opening an envelope B if Assistant Returning Officer discovers more than one ballot paper, accept the ballot for correct post.

However, Returning Officer must retain all other ballot papers so discovered and then write on all such Ballot Paper the statement "Multiple Discovery" and the names of the representatives present.

Recording of Results

After counting all the Postal Ballots, the results of the count must be recorded in a Result Sheet as prescribed in **Form No: Postal Ballot form No. 4** of the Postal Ballot Rules and Regulation. Thereafter, all the Postal Ballot papers will be sealed and secured in case of election petitions.

In detail, the Result Sheet must include the following:

- a. Total number of Postal Ballots cast in the *Demkhong*;
- b. Total number of valid Postal Ballot votes secured by each of the candidates;

- c. Total number of invalid Postal Ballot votes secured by each of the candidates; or
- d. Total number of “Yes” and “No” votes cast in the case of uncontested elections/National referendum

Counting of Votes on EVM

You must allow the counting representatives at the table to inspect the green paper seal, special tag, outer strip seal and seals affixed on the counting unit (refer figs 1.8, 1.9, 1.10, 1.11) before the votes recorded in any control unit of a voting machine are counted. This will help them confirm that the seals are intact and the control unit has not been tampered with. However, if a control unit is found tampered with, the votes recorded in that machine must not be counted and the matter must be reported to the Election Commission of Bhutan.

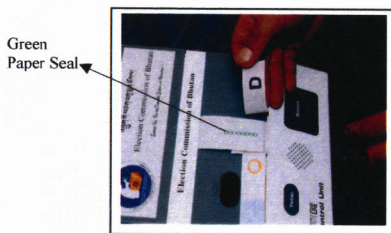


Fig 1.8 Green Paper Seal

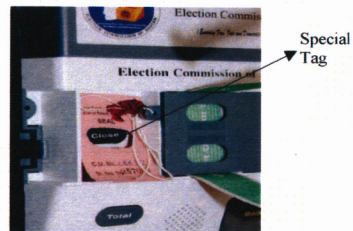


Fig 1.9 Special Tag

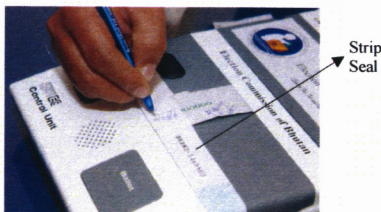


Fig 1.10 Outer Strip Seal

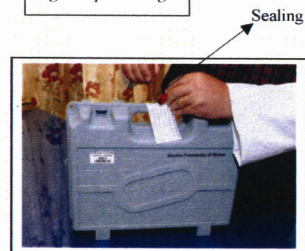


Fig 1.11 Seals Affixed on the Carrying Case

Opening of Control Unit

When the control unit is brought to the counting table, the seals put thereon by the Presiding officer at the polling station will be examined. You must check the serial number so as to ensure that it is the same control unit which was supplied for use at the polling station. Then the seal on the “Candidate Set Section” which is put by the Returning Officer before the supply of the Machine to the polling station and the seal on the outer cover of Result Section which is put by the Presiding Officer at the polling station will be checked (refer fig 1.12). You must consider the control unit as not tampered if the paper seals put on the inner cover of the Result Section is intact even though seals on the outer cover of the control unit are not intact.

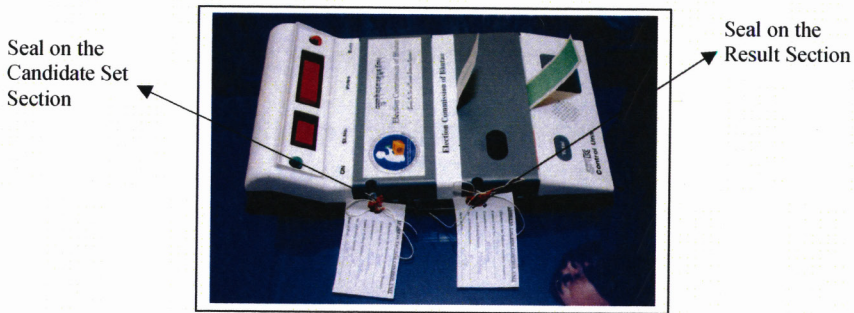


Fig 1.12 Sealed Control Units

Comparison of the Serial Number of the Paper Seal

If you find the serial number of the paper seal actually used in the control unit does not tally with the serial number as shown by the Presiding Officer in the paper seal account, it may be that the paper seal account contains a mistake or there is a case of tampering. You will decide by checking the serial numbers of the unused paper seals returned by Presiding Officer and if it's a case of printing mistake you should ignore the discrepancy.

Tampered Control Unit

On the other hand, if you are satisfied that the Voting Machine has been tampered with, or is not the same as the one supplied for use at the Polling Station, you will report to the Returning Officer/Assistant Returning Officer and the machine will be kept separately and the votes recorded therein shall not be counted. Under the law, it is not necessary to adjourn the entire counting if any voting machine has been found to have been tampered with.

Counting of the Results of the Local Government Elections

After satisfying that the paper seal is intact, that the control unit is the same as was supplied at the polling station and there is no tampering with the same, the votes recorded therein shall be counted. For this purpose, the following procedures must be performed by you:

- a. Put the power switch provided in the rear compartment at the control unit to "ON" position. The "ON" lamp in the display section of the control unit will then glow green.
- b. Pierce through the green paper seal over the "Result" Button provided beneath the upper aperture of the inner cover of the Result section.
- c. Press the "Result" Button (refer fig 1.13) to display the total number of votes recorded for each candidate at the Polling Station in the Display section of the control unit.
- d. If required, the "Result" Button can be pressed again to enable the candidates and their representatives to note down the result. Thereafter, close the cover of the Result Section and switch off the control unit.

“Result” Button



Fig 1.13 Control Unit

Further, the counting and announcement of results of the Local Government elections shall be carried out as per the stepwise procedure directed here below;

- a. The EVMs used for casting votes for the post of Gup shall be counted FIRST. After the counting, the result shall be recorded in the **Form No. Electronic Voting Machine – 1A and 2A** of the Electronic Voting Machine Rules and Regulation of the Kingdom of Bhutan, 2018.
- b. The EVMs used for casting votes for the post of Mangmi shall be counted SECOND. After the counting, the Counting Supervisor shall record the same in the **Form No. Electronic Voting Machine – 1B and 2B** of the Electronic Voting Machine Rules and Regulation of the Kingdom of Bhutan, 2018.

- c. The EVMs used for casting votes for the post of Tshogpa shall be counted THIRD. After the counting, the Counting Supervisor shall record the same in the **Form No. Electronic Voting Machine – 1C** and **2C** of the Electronic Voting Machine Rules and Regulation of the Kingdom of Bhutan, 2018.
- d. The Counting Supervisor shall count the votes of the EVMs used for casting votes for the post of Thromde Ngotshab in their respective counting centers. After the counting, votes shall be recorded in the **Form No. Electronic Voting Machine – 1F** and **2F** of the Electronic Voting Machine Rules and Regulation of the Kingdom of Bhutan, 2018.
- e. The Counting Supervisor shall issue to every Candidate or his/her election or counting representative present, a duly authenticated copy of the said Result Sheet; and
- f. After consolidating and recording the result of the polling area in the result sheet, the Counting Supervisor shall thereafter transmit a duly authenticated copy of the said Result Sheet to the post of Gup, Mangmi, Tshogpa and Thromde Ngotshab to the respective Returning Officer/Assistant Returning Officer.

Consolidation of Results

The Assistant Returning Officer and Counting Supervisors at the Dzongkhag Counting Center under the supervision of the Returning Officer will count and consolidate the Postal Ballot votes with the results of the EVM votes based on the result sheet received from the various counting centers in the Result Sheet Form No. Electronic Voting Machine – 2A, 2B, 2C and 2F respectively.

Announcement of Results

The Returning Officer shall announce the Candidate who has secured the highest number of valid votes in a Demkhong as having been duly elected from that Demkhong to the Local Government concerned as per Form No. Announcement – 5A, 5B, 5C and 5F for Gup, Mangmi, Tshogpa and Thromde Ngotshab respectively.

The Returning Officer shall then transmit a duly authenticated copy of the said Announcement Forms to the Commission.

The Returning Officer shall publish the result of the Poll Count as per the said Announcement Forms.

The Commission shall declare by notification the names of the winning candidates to the Gewog Tshogde and Thromde offices and grant the Certificate of Election to the Successful candidate in the prescribed Certificate of Election to Elected Candidate.

Withholding of Announcement of Results

The results of the vote count may be withheld in the following cases:

- a. An EVM has been set aside before counting of votes;
- b. Complaints from candidates or their representatives on tampered seals of the EVM have been received;
- c. A request for recounting has been made; or
- d. Observance of suspicious irregularities in counting of votes.

In any of the above case, you should send a report and supply the following information to the Returning Officer/Assistant Returning Officer:

- a. Total valid votes polled by all candidates put together;
- b. Valid votes polled by the Returned candidate;
- c. Valid votes polled by the second candidate, the difference (percentage) in valid votes, percentage of such difference;
- d. Certificate that there was no request for recount, or that there was a request which was considered and accepted/rejected along with the details thereof;
- e. Certificate that no unusual features were found during the counting of votes leading to suspicion about irregularities;
- f. Any other irregular feature observed;
- g. Certificate to effect that every single complaint received has been dealt with and a written order has been issued;
- h. Apart from the above, you may include any other point considered relevant; and
- i. Your recommendation supported with reasons and justifications.

Re-count

A candidate or his/her election representative may, if present when the counting or any recount is completed, request for the votes to be recounted and again re-counted. However, you may refuse to do so if in your opinion the request is unreasonable. For instance, demanding a re-count when there is a clear majority in the results, or when after two counts the same result had been obtained.

འཕུག་གི་བཅག་འཐུ་ལྷན་ཚོགས།



ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections & Referendums)



Appointment Letter Form No. CS 1

ORDER OF APPOINTMENT OF COUNTING SUPERVISORS

..... Election (type of Election),
..... (name of Demkhong) under
..... Dzongkhag.

In accordance with the power conferred by section 69 of the Election Act of the Kingdom of Bhutan, 2008, the Election Commission of Bhutan is happy to appoint you as the Counting Supervisor for _____ (Name of the Counting Center) under _____ (name of Dzongkhag).

Sl. No	Counting Center number and name with complete particulars of its location	Name of the Counting Supervisor	Name of the Counting Assistant	Counting Assistant Authorized to perform the functions of the presiding officer in the latter's absence

Place: Signature:

Date: Returning Officer



LOCAL GOVERNMENT ELECTIONS

..... **GEWOG TSHOGDE**
(Gup Election)

The Returning Officer

..... **Dzongkhag**

**Subject: Summary Report on Votes Polled as per section 15.2 of the
EVM Rules and Regulations**

Sl. No	Particulars	Number
1	Total number of Registered Voters as per the Voter's List (PO-1)	Male Female Total
2	Total number of Votes polled as per the Voters List (PO-1)	Male Female Total
3	Total number of Registered Voters as per the Voter's List (PO-2)	
4	Total number of Votes polled as per the Voters List (PO-2)	
5	Total number of Provisional Vote Declaration Forms received (PO-1)	
6	Total number of Provisional Votes cast (if any) (PO-1)	
7	Total number of Votes polled as per EVM (PO-3)	

Name of Polling Station: **Name:**.....

Polling station Code: **Seal and Signature of
Presiding Officer**

Date:/...../.....

Signature of Polling representatives:

1..... 2.....

3..... 4.....

Mangmi – Form No. Electronic Voting Machine -2B

Gewog Tshogde Tshogpa – Form No. Electronic Voting Machine – 2C

Thromde Ngotshab –Form No. Electronic Voting Machine - 2F

Form No. Electronic Voting Machine -3A



**LOCAL GOVERNMENT ELECTIONS
GEWOG TSHOGDE
(Gup Election)
POLLING STATION COUNTING CENTRE
EVM RESULT SHEET**

(To be submitted to the Assistant Returning Officer by the Presiding Officer as per section 18.6 of the EVM Rules and Regulations)

Name of Polling Station:

Polling station Code: **Gewog:**

Dzongkhag:

Sl. No	Name of Candidate	VPIC No.	Provisional Votes (if any)	Total Votes Secured as per EVM

Name:

Name:

Signature of Counting Supervisor

Signature of Counting Assistant

Date:/...../.....

Date:/...../.....

Signature of Counting Representatives

1..... 2.....

**Seal and Signature of
Returning / Assistant Returning Officer (upon receipt)**

Mangmi – Form No. Electronic Voting Machine -3B

Gewog Tshogde Tshogpa – Form No. Electronic Voting Machine – 3C

Thromde Ngotshab – Form No. Electronic Voting Machine - 3F

Form No. Postal Ballot -3A



**LOCAL GOVERNMENT ELECTIONS
GEWOG TSHOGDE
(Gup Election)
POSTAL BALLOT RESULT SHEET**

Gewog :

Dzongkhag :

SI No	Name of Candidate	VPIC No.	Total Postal Votes Secured

Total Applications Received: **Total Postal Ballot Issued:**.....

Total Ballot Received: **Total Invalid Received:**.....

Name: **Name:**

Signature of Counting Supervisor

**Seal & Signature of
Returning Officer**

Date:/...../.....

Date: /...../.....

Signature of Counting Representatives:

1..... **2**.....

Mangmi – Form No. Postal Ballot -3B

Gewog Tshogde Tshogpa – Form No. Postal Ballot -3C

Thromde Ngotshab –Form No. Postal Ballot -3F

Form No. Final Result Sheet -4A



**LOCAL GOVERNMENT ELECTIONS
GEWOG TSHOGDE**

(Gup Election)

CONSOLIDATION OF EVM & POSTAL BALLOT RESULTS

(To be submitted to the Returning Officer by the Assistant Returning Officer)

Dzongkahg:

Sl No	Name of Candidate	VPIC No.	Votes Secured as per EVM (A)	Votes Secured as per Postal Ballot (B)	Total No. of Votes Secured (A+B)

Name:

Name:

Signature of Counting Supervisor

**Seal & Signature of Assistant
Returning Officer**

Date:/...../.....

Date:/...../.....

Signature of Counting Representatives:

1..... 2.....

Mangmi – Form No. Final Result Sheet -4B

Gewog Tshogde Tshogpa – Form No. Final Result Sheet -4C

Thromde Ngotshab –Form No. Final Result Sheet -4F