



# **Regulations and Guidelines for the Conduct of Elections, 2022**



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# Regulations and Guidelines for the Conduct of Elections, 2022

In exercise of the powers conferred by the Constitution of the Federal Republic of Nigeria 1999 (as amended) and the Electoral Act 2022, the Independent National Electoral Commission (INEC) herein referred to as "the Commission" issues the following regulations and guidelines for the conduct of Elections (General Elections, Off-Cycle Elections, Bye-elections, Re-run Elections and Supplementary Elections). These Regulations and Guidelines are issued pursuant to Section 148 of the Electoral Act, 2022. They supersede all other regulations and/or guidelines on the conduct of elections issued by the Commission and shall remain in force until replaced by new Regulations and Guidelines or updated by way of revisions or supplementary regulations and guidelines supported by Decision Extracts of the Commission or an official gazette.

## PART I – ELECTIONS AND ARRANGEMENTS FOR THEIR CONDUCT

1. These Regulations and Guidelines shall apply to the conduct of elections to the following offices:

*Elections to which these Regulations and Guidelines Apply*

- (i) President and Vice President;
- (ii) Governor and Deputy Governor;
- (iii) National Assembly (Senate and House of Representatives);
- (iv) State Houses of Assembly;
- (v) Chairmen and Vice-Chairmen of the Federal Capital Territory (FCT) Area Councils; and
- (vi) Councillors of FCT Area Councils Legislature.

2. Election to the office of President and Vice President as well as National Assembly shall hold on the Third Saturday of February of any General Election year, while election to the Office of Governor and Deputy Governor and the State Houses of Assembly shall hold two (2) weeks thereafter.

*Date of General Election*

3. For an off-cycle Governorship election, that is any Governorship election that falls due outside a General Election, the election shall hold on the Saturday following the 100th day to the end of the tenure of the incumbent, or as maybe determined by the Commission.

*Date of Off-Cycle Governorship Elections*

4. (a) Whenever the end of tenure of FCT Area Councils coincides with a General Election year, election into the office of Chairman and Vice Chairman and Councillors of the Area Councils shall be held with the election for Governor and Deputy Governor and the State Houses of Assembly.

*Date of FCT Area Council Elections*

(b) Where the end of tenure of FCT Area Councils does not coincide with a General Election year, the election to the office of Chairman and Vice-Chairman and Councillors of the Area Councils shall hold on the Saturday following the 100th day to the end of the tenure of the incumbent, or as maybe determined by the Commission.

5. A person is eligible to vote at an election conducted by the Commission if:

*Persons Eligible to Vote*

- (i) He/she is a Nigerian Citizen.
- (ii) He/she is a registered as a voter.
- (iii) His/her name appears in the Register of Voters.
- (iv) He/she presents a valid Permanent Voter's Card (PVC) at his/her Polling Unit.

6. Voting in any election to which these regulations and guidelines apply shall take place at Polling Units established by the Commission. *Where to Vote*
7. (a) Whenever practicable, Polling Units shall be located within enclosures in public places accessible to every voter, including Persons with Disability (PWDs). Where they are in open spaces, canopies may be provided. *Location of Polling Units*  
(b) Public places include public schools, civic centres, town halls and communal open spaces. Polling Units shall not be in places of worship, palaces of traditional rulers and private homes.
8. (a) Each Polling Unit shall have a Presiding Officer (PO) and three (3) Assistant Presiding Officers (APOs) namely, APO I, APO II and APO III. *Polling Unit Officials*  
(b) The APO I shall be designated as the Poll Clerk. Where polls have commenced and the PO for any reason has to leave the Polling Unit, the APO I (Poll Clerk) shall act in his/her place, pending his/her return or replacement).
9. (a) A Political Party sponsoring a candidate may by notice appoint one person as its Polling Agent for each Polling Unit, one Polling Agent for each Collation Centre and one representative at each point of distribution of electoral materials in the constituency where it is sponsoring candidate(s) for an election. *Appointment of Polling Agents*  
(b) The notice referred to in 9(a) shall be in writing, signed, addressed, and delivered (or uploaded to a dedicated web portal as the Commission may decide) to the:
  - (i) Chairman of the Commission in the case of Polling Agents for national collation for Presidential election.
  - (ii) Resident Electoral Commissioner in the case of Polling Agents for collation at National and State Assemblies as well as Governorship election.
  - (iii) Electoral Officer in all cases of Polling Agents for Polling Units as well as for collation at the Registration Area/Ward, LGA or Area Council.  
(c) The notice shall contain the names, addresses and recent passport photographs of the Polling Agents and the respective Polling Units or Collation Centres to which they have been assigned, and shall be submitted or uploaded to the web portal not later than the last day stipulated in the Timetable and Schedule of Activities for the election.  
(d) Only a Polling Agent who has been accredited by the Commission in the prescribed manner shall receive a copy of the result sheet at a Polling Unit or Collation Centre.
10. No person shall be qualified to be appointed or serve as a Polling Agent of any Political Party at an election if he/she is serving as Chairman or member of a Local Government Area or Area Council, Commissioner, Deputy Governor or Governor of a State, Minister of the Federal Government, or holding elective or appointive political office, or is employed in the public service under any tier of government and has not resigned from his office at least three months before the election. *Qualification of Polling Agents*

11. A Polling Agent who aids and abets election malpractices at a Polling Unit or Collation Centre shall be disqualified and on the instruction of the Poll Official/ Collation Official, removed from the Polling Unit/Collation Centre and be liable to prosecution. *Disqualification of a Polling Agent*
12. The Commission shall identify samples of relevant electoral materials for inspection by Political Parties in compliance with Section 42 (2-5) of the Electoral Act 2022 and: *Inspection of Samples of Relevant Electoral Materials*
  - (i) Invite all Political Parties that nominated candidate(s) in the election to confirm its identity on samples of relevant electoral materials proposed for the election;
  - (ii) The Political Parties shall within two (2) days of the inspection, approve or disapprove in writing, their identities on the samples of the electoral materials for the election;
  - (iii) Any Political Party that fails to approve or disapprove its identity in writing within two (2) of the inspection, shall not complain of unlawful exclusion as regards its identity; and
  - (iv) Failure to participate in the inspection as notified by the Commission shall be deemed to be approval of the Political Party's identity.

## PART II - ACCREDITATION AND VOTING PROCEDURE AT ELECTIONS

13. Voting shall be in accordance with the Continuous Accreditation and Voting System (CAVS) procedure as specified in these Regulations and Guidelines, the Election Manual and any other Guide issued by the Commission. *Method of Voting*
14. (a) No person shall be allowed to vote at any Polling Unit other than the one at which his/her name appears in the Register of Voters and he/she presents his/her PVC to be verified using the Bimodal Voter Accreditation System (BVAS), or as otherwise determined by the Commission. *Voting at Appropriate Polling Unit*  
(b) Each Voter shall cast his/her vote in person at the Polling Unit where he/she registered or was assigned, in the manner prescribed by the Commission.
15. The Presiding Officer shall regulate the admission of voters to the Polling Unit and shall exclude all other persons except candidates or their Polling Agents, Election Officials, Security Personnel, Accredited Observers, the Media and any other person who in his/her opinion has lawful reason to be admitted. *Persons Allowed into the Polling Unit*
16. Attendance Register in PU booklet will be signed by the following categories of election personnel: POs, APOs, Polling Agents, Security Personnel, Accredited Observers and Media. *Polling Unit Attendance Register*
17. (a) At 8:00am or at a time prescribed by the Commission, the Presiding Officer of a Polling Unit shall introduce himself/herself, the Poll Officials, Polling Agents and Accredited Observers present and cross-check the adequacy of electoral materials. *Commencement of Polls*  
(b) He/she shall invite Polling Agents to observe the electoral materials to be used for the elections. Polling Agents, accredited observers or officials of the Commission, may record this process in writing or video provided that this process does not disrupt the timely opening of polls.  
(c) The Presiding Officer shall record the quantity, serial numbers, and other particulars of the inspected sensitive materials in the prescribed forms for the conduct of the election.



(d) Between 8:00am to 8:30am or at a time prescribed by the Commission, the Presiding Officer shall:

- (i) Open and display the empty ballot box and the BVAS to persons present at the Polling Unit, and then close and seal the ballot box in a manner prescribed by the Commission;
- (ii) Explain the accreditation and voting procedures to all present;
- (iii) Separate the queue between men and women, where the culture does not allow the mingling of the genders;
- (iv) Create a separate queue for PWDs, visibly pregnant and breast-feeding mothers as well as the elderly;
- (v) Allow voters into the Polling Unit in an orderly queue; and
- (vi) Declare the Polling Unit open for accreditation and voting.

18. (a) In accordance with Section 47 (2) of the Electoral Act 2022, a person intending to vote shall be verified to be the same person on the Register of Voters by the use of the Bimodal Voter Accreditation System (BVAS) or any other device approved by the Commission, in the manner prescribed in these Regulations and Guidelines.

*Mandatory Use of  
the Bimodal Voter  
Accreditation  
System (BVAS)*

(b) Any poll official who fails to verify voters in the manner prescribed by the Commission shall be deemed to be guilty of dereliction of duty and shall be liable to prosecution.

19. (a) On election day, accreditation and voting shall commence at 8.30am and close at 2:30pm or as may be determined by the Commission, provided that all voters already on the queue by 2:30pm shall be allowed to accredit and vote.

*Accreditation and  
Voting*

(b) The accreditation process shall comprise of:

- (i) Checking the Permanent Voter's Card (PVC) of the voter;
- (ii) Positive identification of the voter in the BVAS;
- (iii) Authentication of the voter by matching his/her fingerprints or face (facial recognition) using the BVAS;
- (iv) Positive identification of the voter in the Register of Voters;
- (v) Completing Forms EC40H(I) – PWD Voter Information and Statistics;
- (vi) Applying indelible ink to the cuticle of the finger of the voter (where available); and
- (vii) Arranging priority voters' line for pregnant women, nursing or breast-feeding mothers aged persons, and persons with physical disabilities.

(c) The voter shall present himself/herself to the APO III for the Polling Unit who shall:

- (i) Determine that he/she is at the correct Polling Unit. If the APO III is unable to determine the correct Polling Unit of the voter from his/her PVC, this should be ascertained from the list of voters pasted at the Polling Unit or as prescribed by the Commission;
- (ii) Upon inspection of the PVC presented by the voter, if the APO III discovers that the PVC is not for the Polling Unit, the APO III shall advise the voter to proceed to the appropriate Polling Unit;
- (iii) Check whether the voter is a person with disability and needs assistive device(s)/facilities to aid the voting process;

- (iv) Request for the PVC from the voter, provided that any intending voter without a valid PVC shall not be allowed to vote;
  - (v) Confirm that the voter has not voted anywhere else by inspecting the cuticle of his/her fingernails, and if satisfied direct the voter to the APO I;
  - (vi) APO II shall at this point create a separate queue for Persons with Disabilities (PWDs);
  - (vii) If the voter is at the right polling unit and confirms to the APO III that he or she is a person with disability, the APO III shall immediately inform him or her of the availability of priority voting and direct him or her to the queue for PWDs; and
  - (viii) If the PWD cannot effectively communicate with the APO III due to hearing or speech impairment, the APO III shall direct the PWD to the election day written instruction (Form EC 30 PWD) for more directive and attention to such PWD shall be prioritised.
- (d) The APO I shall:
- (i) Call up the Voter's data on the BVAS by reading the **bar code** on the back of the PVC or reading the **QR code** against the name of the voter in the Register of Voters or entering the last six digits of the **Voter Identification Number (VIN)** of the voter into the BVAS or searching the BVAS with the **surname** of the voter;
  - (ii) On appearance of the voter's data on the BVAS the APO I shall ascertain that the photograph on the PVC is that of the voter and that the Polling Unit details correspond with those of the Polling Unit;
  - (iii) Request the Voter to place his/her thumb or any other finger (where possible) in the place provided on the BVAS for authentication or, if this fails, match the face of the voter to the picture in the BVAS using the device's facial recognition facility; and
  - (iv) if the fingerprint or face of the voter matches, request the voter to proceed to APO II.
- (e) The verified voter shall then proceed to the APO II who shall:
- (i) Request for the Voter's PVC;
  - (ii) Check the Register of Voters to confirm that the voter's name, details, and Voter Identification Number (VIN) are as contained in the Register of Voters;
  - (iii) Tick the appropriate box of the horizontal boxes on the right margin beside the voter's details on the Register, showing the category of election and that the person's name is on the Register of Voters;
  - (iv) Provide voters with disability the appropriate voting assistive material, where available, according to their respective disability status;
  - (v) Document the status of the voter; if the voter is a PWD by completing the PWD Form EC40H as prescribed; and
  - (vi) Apply indelible ink to the cuticle of the finger (where available) to indicate that the voter has been accredited to vote in that election.
- (f) The accredited voter shall proceed to the PO who shall:
- (i) Check the cuticle of the finger/thumbnailed of the voter (where available) to confirm that he/she has been accredited;

- (ii) On being satisfied that the person before him/her has been duly accredited, stamp, sign and write the date of the election on the back of the ballot paper(s) for the respective categories of elections;
  - (iii) Request the voter to remove any cell phone or photographic device in his/her possession before proceeding to voting cubicle;
  - (iv) Direct the voter to the voting cubicle to mark his/her choice on the ballot paper; and
  - (v) Ensure that the voting cubicle and ballot box are accessible for PWD to independently complete the voting process; and
  - (vi) Ensure that the voter deposits the marked ballot paper in the appropriate ballot box.
20. Where a voter cannot be identified by the BVAS for the Polling Unit using the methods outlined in Clause 19 (d) of these Regulations and Guidelines or where the voter's fingerprint or face cannot be matched with the details in the BVAS after three trials, the voter shall not be allowed to vote. In that case, the APO I shall: *Failure of Accreditation*
- (i) Advise the voter to use appropriate channels to notify the Commission of his/her failure to accredit;
  - (ii) Politely request the voter to leave the Polling Unit; and
  - (iii) Tick the appropriate box against the voter's name labelled FA (denoting "Failed Accreditation") at the left margin of the voter's details on the register.
21. Where the PVC presented by the voter is not for the Polling Unit, the APO I shall politely inform the voter and advise him/her to proceed to the appropriate Polling Unit. *PVC at the Wrong Polling Unit*
22. Any person who presents the PVC of another person with an intention to use it to vote, shall not be allowed to vote and may be liable to arrest and prosecution. *Presentation of PVC Belonging to Another Person*
23. (a) In the event of sustained malfunction of the Bimodal Voter Accreditation System (BVAS), the Presiding Officer (PO) shall: *Sustained Malfunction or Replacement of BVAS and Continuation of Elections*
- (i) Immediately inform the LGA and RA Supervisors, the Supervisory Presiding Officer (SPO), the Electoral Officer (EO), and the Election Monitoring and Support Centre (EMSC) for replacement.
  - (ii) Suspend Accreditation and Voting until a new BVAS is made available.
  - (iii) File a report of the incident to the designated Official.
  - (iv) Inform the voters and polling agents of the situation.
- (b) Where a replacement BVAS is not available by 2:30pm, the Presiding Officer shall:
- (i) Inform the LGA and RA Supervisors, SPO, EO, and EMSC of the situation.
  - (ii) File a report of the incident.
  - (iii) Inform the voters and polling agents that accreditation and voting for the affected Polling Unit shall continue the following day.
- (c) Where a BVAS is replaced in the middle of an election, the data of verified voters in the faulty BVAS shall be merged with data in the replacement BVAS for purposes of determining the number of verified voters.

24. (a) The Presiding Officer shall allow a voter who is visually impaired or with other forms of disability, who is unable to distinguish symbols or who has any other physical disability to be accompanied into the Polling Unit and be assisted to vote by a person chosen by him/her, other than an Election Official, a polling agent or a security personnel on election duty. *Visually Impaired or voter with disability (PWD)*
- (b) Visually Impaired registered voters may, where available, use Assistive Voting Devices such as the Braille Ballot Guide or magnifying glass.
- (c) No person shall accompany a voter to the voting area or assist a voter in marking a ballot paper, except as specified in these Regulations and Guidelines.
25. PWDs, visibly pregnant women, nursing or breast-feeding mothers and the elderly, shall be granted priority access to voting at the Polling Units. *Priority to Some Categories of Voters*
26. A voter shall not make any mark on the ballot paper by which he/she may be identified. If he/she does so, such ballot paper shall be rejected provided that any print resulting from the staining of the fingerprint of the voter in the voting compartment shall not be deemed to be a mark of identification. *Voter not to Make a Mark for Identification*
27. A voter who by accident spoils his/her ballot paper such that it cannot be used for voting may present it to the Presiding Officer and if satisfied that the ballot paper is spoilt, the Presiding Officer shall issue another ballot paper to the voter in place of the spoilt ballot paper and the spoilt ballot paper shall be marked "cancelled" by the Presiding Officer, and recorded in the appropriate form in the PU booklet. *Accidental Spoiling of Ballot Paper*
28. If a person presents himself/herself to vote and the Presiding Officer is informed that there is reasonable ground to believe that the person is underage, a non-Nigerian or impersonating, the Presiding Officer shall:
- (i) Request the person giving the information to complete the prescribed form undertaking to substantiate the charge in a Court of Law.
  - (ii) Ask the person against whom the protest is made if he/she is impersonating or underage. If the person owns up, the Presiding Officer shall not allow him/her to vote and may request the Security Official on duty at the Polling Unit to arrest the person.
  - (iii) Where the person denies the charge to the satisfaction of the Presiding Officer, allow the person to vote.
  - (iv) Report the action taken in accordance with i, ii and iii above in the prescribed form by the Commission and submit to the RA/Ward Collation Officer as well as the RA/Ward Supervisor.
29. The Presiding Officer may have a person who is acting in a disorderly manner or fails to comply with lawful order removed from the Polling Unit. *Power of Presiding Officer to Remove Persons from Polling Units*
30. Telephones and other electronic devices capable of taking pictures are not allowed in voting cubicles. Voters may come to the Polling Unit with telephones and other electronic devices provided that they do not take them to the voting cubicles or take pictures of other voters while they are voting. *Prohibition of the Use of Telephones and Other Electronic/ Photographic Devices in the Voting Cubicle*

31. After thumb-printing the ballot, while still in the voting cubicle, the voter shall carefully fold the marked ballot paper and proceed to drop it in the appropriate ballot box. Additional ballot boxes will be provided where necessary. *Thumb-Printing and Dropping Ballots in the Ballot Box*
32. Presiding Officers shall place the ballot boxes not more than two meters away from the voting cubicle, in the direction of the Presiding Officers and away from the Polling Agents. *Proper Placement of Ballot Boxes*
33. After casting his/her ballot, the voter is free to remain within the vicinity of the Polling Unit to witness the sorting and counting of votes and the announcement of results, provided he/she is orderly. *Leave to Remain in the Vicinity of the Polling Unit after Voting*
34. After every voter on the queue has voted, the Presiding Officer shall declare voting closed. *Close of Voting*
35. (a) After voting has closed, the Presiding officer shall:
  - (i) Cancel all the unused ballot papers by crossing them out;
  - (ii) Sort out the ballot papers by party and thereafter loudly count the votes scored by each political party in the presence of the Polling Agents and Accredited Observers;
  - (iii) Endorse the word "rejected" on all rejected ballot papers or the words "rejected but objected to" if an objection to the rejection of a ballot is raised by a candidate or Polling Agent;
  - (iv) Allow recount of votes on demand by a candidate or Polling Agent present, provided that such a recount shall only be allowed once;
  - (v) Enter the scores of the candidates in both figures and words in the appropriate Form EC8 series; and
  - (vi) Cross-check the scores of candidates/parties and the totals.*Close of Voting Procedures, Sorting and Counting of Ballots and Recording of Votes*
- (b) The Presiding Officer shall then:
  - (i) Sign, date and stamp the appropriate Form EC8A;
  - (ii) Announce loudly the votes scored by each political party;
  - (iii) Request the candidates or their Polling Agents where available at the Polling Unit to countersign. Refusal of any candidate or Polling Agent to countersign the appropriate Form EC8A series shall not invalidate the result of the Polling Unit;
  - (iv) Give to the Polling Agents and the Police, a duplicate copy each of the completed forms;
  - (v) Complete the EC 40H(I) for PWD information and statistics; and
  - (vi) Complete the PWD information boxes in the PU booklet.

36. (i) Only ballot papers with the official watermark and stamp prescribed by the Commission shall be counted by the Presiding Officer.
- (ii) Whenever a Presiding Officer notices any ballot paper without the official watermark and stamp, he/she should immediately escalate and act on further instructions received by him/her.
37. After completing the EC8A result sheet, the Presiding Officer shall complete and paste the completed Publication of Result Poster EC60(E) at the Polling Unit conspicuously. Pasting of Form EC60E is mandatory and failure to do so may amount to dereliction of duty.
38. On completion of all the Polling Unit voting and results procedures, the Presiding Officer shall:
- (i) Electronically transmit or transfer the result of the Polling Unit, direct to the collation system as prescribed by the Commission.
- (ii) Use the BVAS to upload a scanned copy of the EC8A to the INEC Result Viewing Portal (iReV), as prescribed by the Commission.
- (iii) Take the BVAS and the original copy of each of the forms in tamper-evident envelope to the Registration Area/Ward Collation Officer, in the company of Security Agents. The Polling Agents may accompany the Presiding Officer to the RA/Ward Collation Centre.
39. The Presiding Officer shall keep the originals of EC8A and their top copies (Electoral Operations' copies) for the Commission. It is mandatory for designated Election Duty Staff to collect and deposit all Electoral Operations copies of results with their Supervisors within the prescribed time. Non-compliance shall be treated as dereliction of duty.
40. Where the total number of votes cast at a Polling Unit exceeds the number of accredited voters at the Polling Unit, the result of the election for that Polling Unit shall be declared null and void, and a report in that regard shall be made to the Collation Officer.
41. Where after a crosscheck and recount, the total sum of spoiled ballot papers, rejected ballots and valid votes is not equal to the total number of used ballots, an anomaly exists, and the Presiding Officer shall submit a written report to the RA/Ward Collation Officer.
42. The RA/Ward Collation Officer shall examine the report of the Presiding Officer on any discrepancy in ballots and votes and further attempt to reconcile the figures. Where the figures cannot be reconciled, the RA/Ward Collation Officer shall make his/her own report to the LGA Collation Officer, attaching the Presiding Officers' Report.
43. For a Polling Unit where election is not held or is cancelled, or poll is declared null and void in accordance with these Regulations and Guidelines, the Presiding Officer shall report same in writing to the RA/Ward Collation Officer explaining the nature of the problem and the Collation Officer shall fill Form EC40G as applicable.

*Counting of Ballot Papers without the Official Mark Prescribed by the Commission*

*Mandatory Pasting of Form EC60E*

*Electronic Transmission of Results and Upload of Results to iReV*

*Custody of EC8A and Mandatory Collection of Electoral Operations Copy of Results*

*Over Voting*

*Discrepancy between Number of Ballots and Votes Recorded*

*Consideration of Report of Discrepancy in Polling Unit Result by RA/Ward Collation Officer*

*Where Election was Not Held or Cancelled*

### PART III - COLLATION OF ELECTION RESULTS AND MAKING OF RETURNS

44. Collation and declaration of results shall take place at locations designated by the Commission. *Commission to Designate Locations for Collation of Election Results*
45. Collation and Returning Officers as appointees of the Commission, shall abide by the oath of loyalty and neutrality for Election Officials, as provided in Section 26(i) of the Electoral Act 2022, and act in accordance with extant Regulations and Guidelines of the Commission. *Collation and Returning Officers as Appointees of the Commission*
46. No personal staff or assistant of a Collation or Returning Officer appointed by the Commission, is allowed into the Ward, LGA, Constituency or State Collation Centres. A Collation or Returning Officer requiring any assistance with his or her duties shall make a request to the Chairman of the Commission and the Commission shall provide such assistance. *Prohibition of Access to the Personal Staff of Collation and Returning Officers to Collation Centre*
47. The collation and declaration of election results shall be done at the following levels depending on the type of election: *Levels of Collation of Election Results*
- (i) Registration Area - RA/Ward (Collation for all elections), including that of Councillor in the case of the FCT;
  - (ii) Local Government Area- LGA/Area Council (Collation for all elections), including that of Chairman in the case of the FCT;
  - (iii) State Constituency (Collation and Declaration of State House of Assembly Elections);
  - (iv) Federal Constituency (Collation and Declaration of House of Representatives Elections);
48. (a) An election result shall only be collated if the Collation Officer ascertains that the number of accredited voters agrees with the number recorded in the BVAS and votes scored by Political Parties on the result sheet is correct and agrees with the result electronically transmitted or transferred directly from the Polling Unit as prescribed in these Regulations and Guidelines. *Use of Results Electronically Transmitted or Transferred Directly from Polling Units for Collation*
- (b) If a Collation or Returning Officer determines that a result from a lower level of collation is not correct, he/she shall use the result electronically transmitted or transferred directly from that lower level to collate and announce the result.
- (c) If no result has been directly transmitted electronically for a polling unit or any level of collation, the provision of Clause 93 of these Regulations shall be applied.
49. Collation and Returning Officers are not allowed to make or receive telephone calls during collation. *Prohibition of Phone Calls During Collation of Results*

50. The Registration Area/Ward Collation Officer shall:

- (i) Take delivery of the original copies of Forms EC8A, EC8A(I), and EC8A(II) for the Presidential, Senatorial and the House of Representatives elections, respectively, including the EC40H(I) and 40G;
- (ii) Take delivery of the original copies of Forms EC8A and EC8A (I) for Governorship and the State Houses of Assembly elections, respectively;
- (iii) Take delivery of Forms EC8A and EC8A(I) for the Area Council Chairmanship and Councillorship elections of the Federal Capital Territory (FCT) respectively;
- (iv) Receive the BVAS from the respective Presiding Officers;
- (v) Compare the number of voters verified by the BVAS with the number of accredited voters and total votes cast for the Polling Unit as contained in the Form EC8A series for each Polling Unit;
- (vi) Receive and consider, if any, the reports of anomalies, adverse incidents and equipment failure from the Presiding Officers, including reports of where polls are either cancelled or not held;
- (vii) Validate the scanned copy of Form EC8A and upload same to the IReV Portal with the assistance of the Registration Area Technical Support Staff (RATECHs);
- (viii) Submit the BVAS to the respective Supervisory Presiding Officers (SPOs), in tamper-proof envelopes;
- (ix) Collate the votes entered in Forms EC8A, EC8A(I), and EC8A(II) for Presidential, Senatorial and the House of Representatives elections, respectively;
- (x) Collate the votes entered in Forms EC8A and EC8A(I) for Governorship and State Houses of Assembly elections, respectively;
- (xi) Collate the votes entered in Form EC8A and EC8A(I) for Area Council Chairmen and Councillorship elections respectively;
- (xii) Add up the Polling Unit results to get the RA/Ward summary;
- (xiii) Enter the votes in both figures and words in the appropriate spaces in Forms EC8B, EC8B(I) and EC8B(II) as the case may be;
- (xiv) Complete the forms as required, date and sign same and request the Polling Agents to countersign;
- (xv) Complete Form EC40G for Polling Units where election is cancelled or not held;
- (xvi) Hand over the Electoral Operations copy (top copy) of Form EC8B to the INEC RA Supervisor.
- (xvii) Distribute copies of each of the Form EC 8B or EC 8B(I) and EC 8B(II) to each Polling Agent and the Police;
- (xviii) Take custody of the original copies of Forms EC8B, EC8B(I) and EC8B(II) together with other materials, equipment and reports (if any) received from Presiding Officers at the election and deliver same to the LGA Collation Centre;
- (xix) Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RATECH, where applicable; and
- (xx) Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission.



51. Where there is any discrepancy in a result submitted by a Presiding Officer to the RA/ Ward Collation Officer as verified from the result transmitted or transferred directly from the Polling Unit, the RA/ Ward Collation officer shall:
- (i) Request explanation(s) from the Presiding Officer(s) concerned about the circumstances of the discrepancy;
  - (ii) Locate the point of discrepancy, resolve the discrepancy using the electronic result and request the Presiding Officer to endorse the resolution; and
  - (iii) Make a report of the discrepancy to the next level of collation.
52. Where at a Polling Unit, accreditation and voting are to continue the following day on account of the non-availability of a required replacement BVAS, the RA/ Ward Collation Officer shall:
- (i) Inform the Polling Agents and stakeholders at the collation centre of the situation;
  - (ii) Collate the available results from the unaffected Polling Units;
  - (iii) On conclusion of (ii) above, proceed immediately to the LGA/Area Council Collation Centre where the results from (ii) above shall be saved until the following day, when the RA collation shall resume, including the results of the affected Polling Units; and
  - (iv) Inform the LGA/Area Council Collation Officer of the situation, who shall then proceed with the collation of the results of the unaffected RAs/Wards.
53. The Local Government/Area Council Collation Officer for the Presidential Election shall:
- (i) Take delivery of all the original copies of Forms EC8B from the Registration Area/Ward Collation officers together with other materials and reports relating to the election, including Form EC40(G) if any;
  - (ii) Collate the results for the Presidential election by entering the votes scored by each Political Party in the original copy of Forms EC8B into Form EC8C in figures and words.
  - (iii) Add up the RA/ Ward results to get the LGA summary;
  - (iv) Cross-check the totals and entries in the EC8C with the Collation Support and Result Verification System (CSRVS) Secretariat;
  - (v) Announce loudly the votes scored by each Political Party;
  - (vi) Sign, date and stamp the forms and request the polling agents to countersign;
  - (vii) Hand over the Electoral Operations copy (top copy) of Form EC8C to the INEC LGA Supervisor;
  - (viii) Distribute copies of the forms to the polling agents and the Police.
  - (ix) Transfer the total number of collected PVCs of affected Polling Units where election was not held or were cancelled, from Forms EC40G into Form EC40G(I);
  - (x) Complete the PWD Status Form EC40H(III) using Form EC40H(II);
  - (xi) Implement any other result management procedure as prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or RATECH;
  - (xii) Electronically transmit or transfer the result directly to the next level of collation, as prescribed by the Commission; and
  - (xiii) take the original copies of Form EC8C to the Presidential Collation Officer at the State Collation Centre together with other materials and reports relating to the election, including Form EC40G(I).

*Resolving Discrepancies in Polling Unit Results at RA/ Ward Collation*

*Collation at RA or Ward Level where Election Extends to the Following Day in some Polling Units*

*Collation of Presidential Election Results at the LGA Level*

54. The State/FCT Collation Officer for the Presidential election shall:

*Collation of  
Presidential  
Election Result at  
State Level*

- (i) Take delivery of the original copies of Form EC8C from the LGA/Area Council Collation Officers together with other materials and reports relating to the election including Form EC40G(I);
- (ii) Transfer the votes scored by each Political Party from Forms EC8C into Form EC8D and enter the votes scored in both figures and words in the spaces provided;
- (iii) Add up the LGA/Area Council collated results to obtain the State summary;
- (iv) Cross-check the totals and entries in Form EC8D with the Collation Support and Result Verification System (CSRVS) secretariat for computational accuracy;
- (v) Transfer the total number of collected PVCs of affected Polling Units from Form EC40G(I) into Form EC40G(II), where elections were not held or cancelled in respect of all the LGAs/Area Councils in the State/FCT.
- (vi) Announce loudly the votes scored by each Political Party;
- (vii) Sign, date and stamp the Form and request the Polling Agents to countersign;
- (viii) Hand over the Electoral Operations copy (top copy) of Form EC8D to the Resident Electoral Commissioner;
- (ix) Distribute copies of Form EC8D to Polling Agents and the Police;
- (x) Complete the PWD Status Form EC40H(IV) using Form EC40H(III);
- (xi) Implement any other result management procedure prescribed by the Commission with the assistance of the Collation Support and Result Verification System (CSRVS) Officer or the Registration Area Technical Support Staff (RATECHs).
- (xii) Transmit or transfer the result directly to the next level of collation as prescribed by the Commission; and
- (xiii) Take the original copy of Form EC8D together with other materials and reports relating to the election which were returned by the LGA/ Area Council Collation Officers to the National Collation Centre, in a tamper-proof envelope.

55. The Chief Electoral Commissioner, who is the Returning Officer for the Presidential election, shall:

*Collation of  
Presidential  
Election Result at  
National Level*

- (i) Take delivery of the original copies of Form EC8D from the State Collation Officers together with other materials and reports relating to the election, including Forms EC40G(II) and EC40H(IV), where available;
- (ii) Collate the votes scored by each party from Form EC8D received from State/FCT Collation Officers into Form EC8D(A) and enter the votes scored by each Political Party in both figures and words in the spaces provided;
- (iii) Add up the collated State/FCT results to obtain the national summary;
- (iv) Cross-check the totals and entries in Form EC8D(A) with the Collation Support and Result Verification System (CSRVS) Secretariat for computational accuracy.
- (v) Transfer the number of collected PVCs of Polling Units where election was not held/cancelled for the respective States/FCT from Form EC40G(II) into Form EC40G(III);
- (vi) Announce loudly the votes scored by each Political Party;

- (vii) Sign, date and stamp the form and request the Polling Agents present to countersign;
  - (viii) Retain the Electoral Operations copy (top copy) of Form EC8D(A);
  - (ix) Proceed to distribute copies of Form EC8D(A) to polling agents and the Police;
  - (x) Compare the total number of voters affected in Form EC40G(III) with the Margin of Win between the two leading candidates;
  - (xi) If the margin of win is more than the figure recorded in Form EC40G(III), proceed to enter the scores of the candidates in Form EC8E for the declaration of the Presidential election result.
- 56 Where an election is declared null and void in one or more Polling Units for over voting in line with Clause 39 of these Regulations and Guidelines, another date shall be fixed for supplementary election in the affected Polling Units and returns for the affected constituencies shall not be made until polls are conducted in the affected Polling Units. *Supplementary Election Due to Over Voting.*
- 57 Where the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units where over voting occurred is less than the margin by which the leading candidate is ahead of the second candidate, indicating that the outcome of the election will not be affected by the supplementary election, the Returning Officer shall make a return and a declaration. *Announcement of Result Despite Supplementary Election Due to Over Voting*
- 58 Where an election is postponed as a result of serious breach of the peace or natural disasters or other emergencies in line with Section 24 of the Electoral Act 2022, returns for the affected constituencies shall not be made until polls are conducted in the affected Polling Units. *Postponement of Election Due to Breach of the Peace, Natural Disasters and other Emergencies*
59. Where an election is postponed as a result of serious breach of the peace or natural disasters or other emergencies in line with Section 24 of the Electoral Act 2022 and it is ascertained that the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units affected by the postponement is less than the margin by which the leading candidate is ahead of the second candidate in the election, indicating that the result of the election will not be affected by the outcome of polls in the Polling Units affected by the postponement, the Returning Officer shall make a return for the election in the constituency. *Making a Return Notwithstanding Postponement Due to Breach of the Peace, Natural Disasters, and other Emergencies*
60. Where an election is postponed in one or more Polling Units due to the non-replacement of faulty BVAS in line with Section 47(3) of the Electoral Act 2022, a new election shall be scheduled within 24 hours and a return for the concerned constituency shall not be made until polls are conducted in the affected Polling Units. *Postponement of Election Due to Non-Replacement of BVAS*
- 61 Where an election is postponed in one or more Polling Units due to the non-replacement of faulty BVAS in line with Section 47(3) of the Electoral Act 2022 and it is ascertained that the total number of voters who collected their Permanent Voters' Cards (PVCs) in the Polling Units affected by the postponement is less than the margin by which the leading candidate is ahead of the second candidate in the election, indicating that the result of the election will not be affected by the outcome of polls in the Polling Units affected by the postponement, the Returning Officer shall make a return for the election in the constituency. *Making a Return Notwithstanding Postponement Due to Non-Replacement of BVAS*

62. Where the margin of lead between the two leading candidates in an election is NOT in excess of the total number of voters who collected their Permanent Voters' Cards (PVCs) in Polling Units where elections are postponed, voided or not held in line with Sections 24(2 & 3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return for the constituency until polls have been conducted in the affected Polling Units and the results collated into the relevant forms for Declaration and Return. This is the Margin of Lead Principle and shall apply wherever necessary in making returns for all elections in accordance with these Regulations and Guidelines. *Margin of Lead Principle*
63. The Chief Electoral Commissioner and Returning Officer for the Presidential election shall complete Form EC8E and return the candidate who:
- (i) Has the majority (highest number) of votes cast at the election; and
  - (ii) Not less than one-quarter of the votes cast at the election in at least two-thirds of all the States in the Federation and the Federal Capital Territory, Abuja. *Making a Return/ Declaration of Result for Presidential Election*
64. Where two or more candidates score exactly equal number of highest votes, the Chief Electoral Commissioner and Returning Officer for the Presidential election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission. *Equality of Highest Votes by Two or more Candidates in Presidential Election*
65. Where no candidate meets the requirements of the majority of votes cast and the electoral two-thirds, as provided in these Regulations and Guidelines, a run-off election shall be organized by the Commission within 21 days in line with the provisions of Section 134 (2) to (5) of the 1999 Constitution (as amended). *Run-Off Elections for Presidential Elections*
66. The Chief Electoral Commissioner and Returning Officer for the Presidential election shall then proceed to:
- (i) Distribute copies of Form EC8E to Polling Agents or candidates of each Political Party in the election and the Police; and
  - (ii) Complete the PWD status Form EC40H(V) using Form EC40H(IV). *Distribution of Form EC8E and Completion of Form EC40H(V) by the Chief Electoral Commissioner*
67. Where the margin of lead between the two leading candidates is not in excess of the total number of collected PVCs of the Polling Units where elections were not held or were cancelled in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return until polls have taken place in the affected Polling Units and the results collated into a new Form EC8D(A) and subsequently recorded into Form EC8E for Declaration and Return. *Margin of Lead Principle and Supplementary Election for Presidential Election*
68. Where a Presidential election is uncontested, the Commission shall follow the procedure outlined in Section 133 of the 1999 Constitution (as amended). *Uncontested Presidential Election*
69. The Local Government/Area Council Collation Officer for the Senatorial District Election shall:
- (i) Take delivery of all the original copies of Form EC8B(I) from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election, including Forms EC40(G) and the EC40H(II) if applicable; *Collation of Senatorial District Election Result at LGA/Area Council Level*
  - (ii) Collate the results for the Senatorial District election by entering the votes from Form EC8B(I) into Form EC8C(I) in figures and words in the space provided;
  - (iii) Add up the RA/Ward results to obtain the LGA summary;

- (iv) Cross-check the totals and entries in Form EC8C(I) with the Collation Support and Result Verification System (CSRVS) Secretariat, for computational accuracy;
- (v) Announce loudly the votes scored by each Political Party;
- (vi) Sign, date and stamp the forms and request the Polling Agents or candidates to countersign;
- (vii) Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official;
- (viii) Distribute copies of the Form to the Polling Agents or candidates and the Police;
- (ix) Transfer the total number of collected PVCs of Polling Units where election was not held or were cancelled for the respective RAs from Form EC40G into Form EC40G(I);
- (x) Complete the PWD status Form EC40H(III) if applicable;
- (xi) Electronically transmit or transfer the result directly to the next level of collation, as prescribed by the Commission; and
- (xii) Take the original copies of Form EC8C(I) to the Senatorial District Collation/Returning Officer at the Senatorial District Collation Centre together with other materials and reports relating to the election, including Form EC40G(I).

70. The Senatorial District Collation/Returning Officer for the Senatorial District election shall:

- (i) Take delivery of the original copies of Form EC8C(I) from the Local Government Area/Area Council Collation Officers together with other materials and reports relating to the election, including Form EC40G (I);
- (ii) Collate the results of the Senatorial District election by entering the votes in the original copies of Form EC8C(I) into Form EC8D(I) and enter the votes scored in both figures and words in the spaces provided;
- (iii) Add up the LGA/Area Council results to obtain the Senatorial District summary;
- (iv) Cross-check the totals and entries in Form EC8D(I) with the Collation Support and Result Verification System (CSRVS) Secretariat;
- (v) Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled for the respective LGAs from Form EC40G(I) into Form EC40G(II);
- (vi) Announce loudly the votes scored by each Political Party;
- (vii) Sign, date and stamp the Form and request the Polling Agents or candidates to countersign;
- (viii) Hand over the Electoral Operations copy (top copy) of Form EC8D(I) to the INEC Senatorial District Supervisor;
- (ix) Distribute copies of Form EC8D(I) to Polling Agents or candidates and the Police;
- (x) Enter the score of each candidate into the declaration of result Form EC8E(I) for the Senate and return as elected the candidate who scores the highest number of valid votes cast at the election;

*Collation and Declaration of Senatorial District Election Result at Constituency Level*

- (xi) Hand over the Electoral Operations copy (top copy) of Form EC8E(I) to the designated INEC Official;
  - (xii) Distribute copies of Form EC8E(I) to Polling Agents and the Police;
  - (xiii) Complete the PWD status Form EC40H(IV), if applicable; and
  - (xiv) Where two or more candidates score exactly equal number of highest votes, the Returning Officer for the Senatorial District election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
  - (xv) Submit to the Resident Electoral Commissioner, the original copies of Forms EC8D(I) and EC8E(I) together with other materials relating to the election.
71. Where the margin of lead between the two leading candidates is not in excess of the total number of collected PVCs of the Polling Unit(s) where election was not held or was cancelled in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act, the Returning Officer shall decline to make a return until polls have been conducted in the affected Polling Unit(s) and the results incorporated into a new Form EC8D(I) and subsequently recorded into Form EC8E(I) for Declaration and Return.
72. The Federal Constituency Collation/Returning Officers for the Federal Constituency Election with less than one LGA shall:
- (i) Take delivery of the original copies of forms EC 8B(II) from the RA Collation Officers together with other materials and reports relating to the election including, where applicable forms EC 40G and EC 40H(I);
  - (ii) Collate the results of the Federal Constituency election by entering the votes in the original copies of forms EC 8B(II) into Form EC 8C(II) and enter the votes scored in both figures and words in the spaces provided;
  - (iii) Add up the RA results to obtain the Federal Constituency summary;
  - (iv) Cross-check the totals with the Collation Support and Results Verification System (CSRVS) Secretariat where available;
  - (v) Transfer the total number of collected PVCs of Polling Units where election was not held/cancelled for the respective RAs from forms EC 40G into form EC 40G(I);
  - (vi) Cross-check the entries in form EC 8C(II) and announce loudly the votes scored by each party;
  - (vii) Sign, date and stamp the form and request the polling agents to countersign;
  - (viii) Issue the originals and the first duplicate copies of forms EC 8C(II) to INEC designated officials and distribute other duplicate copies to polling agents and the Police;
  - (ix) Enter the score of each candidate into form EC 8E(II) for the Federal Constituency and return as elected the candidate who scores the highest number of valid votes cast at the Federal Constituency election;
  - (x) Issue the originals and the first duplicate copies of forms EC 8E(II) to INEC designated officials and distribute other duplicate copies to polling agents and the Police;
  - (xi) Complete where applicable, the EC 40H(3) using the EC 40H(2); and
  - (xii) Complete the notice of result of poll poster (EC60E) and display at the Collation Centre (D Ops suggested the addition of Clause 71 on Collation of Federal Constituency Election Results with Less than One LGA).

*Supplementary  
Election for  
Senatorial District  
Election*

*Collation of Federal  
Constituency  
Results with Less  
than One LGA*

73. The Local Government/Area Council Collation Officer in charge of Federal Constituency (House of Representatives) election shall:

*Collation of Federal Constituency Election Result at LGA/Area Council level*

- (i) Take delivery of all the original copies of Form EC8B (II) from the Registration Area/Ward Collation officers together with other materials and reports relating to the election including Forms EC40(G) and EC40H(I), if available;
- (ii) Collate the results for the Federal Constituency (House of Representatives) election by entering the votes in the original copies of Form EC8C(II) in figures and words in the space provided;
- (iii) Add up the RA/Ward results to obtain the LGA/Area Council summary;
- (iv) Cross-check the totals and entries with the Collation Support and Result Verification System (CSRVS) Secretariat;
- (v) Announce loudly the votes scored by each Political Party;
- (vi) Sign, date and stamp the forms and request the Polling Agents to countersign;
- (vii) Hand over the Electoral Operations copy (top copy) of Form EC8C(II) to the designated INEC Official;
- (viii) Distribute copies of the Forms to the Polling Agents and the Police;
- (ix) Transfer the total number of registered voters of Polling Units where election was not held or was cancelled for the respective RAs from Form EC40G into Form EC40G(I);
- (x) Complete the PWD status Form EC40H(II), if applicable;
- (xi) Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission; and
- (xii) Submit the original copies of Form EC8C(II) to the Federal Constituency (House of Representatives) Collation/Returning Officer at the Federal Constituency Collation Centre together with other materials and reports relating to the election, including Form EC40G(I).

74. The Federal Constituency (House of Representatives) Collation/Returning Officer for the Federal Constituency election shall:

*Collation and Declaration of Federal Constituency Election Result at Constituency Level*

- (i) Take delivery of the original copies of Form EC8C(II) from the LGA/Area Council Collation Officers together with other materials and reports relating to the election including Form EC40G(I);
- (ii) Collate the results of the Federal Constituency (House of Representatives) election by entering the votes in the original copies of Form EC8C(II) into Form EC8D(II) and enter the votes scored in both figures and words in the spaces provided;
- (iii) Add up the LGA results to obtain the Federal Constituency (House of Representatives) summary;
- (iv) Cross-check the totals and entries in Form EC8D(II) with the CSRVS Secretariat;
- (v) Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled from the respective LGAs from Form EC40G (I) into Form EC40G(II);
- (vi) Announce loudly the votes scored by each Political Party;
- (vii) Sign, date and stamp the form and request the Polling Agents to countersign;
- (viii) Hand over the Electoral Operations copy (top copy) of Form EC8D(II) to the designated INEC official;

- (ix) Distribute copies of Form EC8D(II) to Polling Agents or candidates and the Police;
- (x) Enter the score of each candidate into the declaration of result from Form EC8E(II) for the Federal Constituency (House of Representatives) and return as elected the candidate who scores the highest number of valid votes cast at the Federal Constituency (House of Representatives) election;
- (xi) Hand over the Electoral Operations copy (top copy) of Form EC8E(II) to the designated INEC Official;
- (xii) Distribute copies of Form EC8E(II) to Polling Agents or candidates and the Police;
- (xiii) Complete the PWD Status Form EC40H(IV), if applicable; and
- (xiv) Where two or more candidates score exactly equal number of highest votes, Returning Officer for the Federal Constituency election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
- (xv) Submit to the Resident Electoral Commissioner the original copies of Forms EC8D(II) and EC8E(II) together with other election materials.

75. Where the margin of lead between the two leading candidates is not in excess of the total number of collected PVCs of the Polling Unit(s) where election was not held or was cancelled in line with Sections 24, 47 and 51 of the Electoral Act, the Returning Officer shall decline to make a return until polls have been conducted in the affected Polling Units and the results incorporated into a new Form EC8D(II) and subsequently recorded into Form EC 8E(II) for Declaration and Return.

*Supplementary  
Election for Federal  
Constituency  
Election*

76. The Local Government Area Collation Officer for the Governorship Election shall:

- (i) Take delivery of all the originals copies of Form EC8B from the Registration Area/Ward Collation Officers together with other materials and reports relating to the election including the Forms EC40(G) and EC40H(II), if any;
- (ii) Collate the results for the Governorship election by entering the votes in the original Form EC8B into Form EC8C in figures and words;
- (iii) Add up the RA/Ward results to get the LGA summary;
- (iv) Crosscheck the totals and entries in Form EC8C with the CSRSV System Secretariat;
- (v) Announce loudly the votes scored by each Political Party;
- (vi) Sign, date and stamp the forms and request the Polling Agents to countersign;
- (vii) Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled for the respective RAs/Wards from Forms EC 40G into Form EC 40G(I);
- (viii) Distribute copies of the Form to the Polling Agents or candidates and the Police;
- (ix) Complete the PWD status Form EC40H(III) using Form EC40H(II);
- (x) Electronically transmit or transfer the result directly to the next level of collation as prescribed by the Commission; and
- (xi) Submit the original copy of Form EC8C to the Governorship Collation Officer at the State Collation Centre together with other materials and reports relating to the election, including Forms EC40G(I) and EC40H(III), where applicable.

*Collation of  
Governorship  
Election Result at  
LGA Level*



77. The State Collation/Returning Officer for the Governorship election shall:

*Collation of  
Governorship  
Election Result at  
State Level*

- (i) Take delivery of the original copies of Form EC8C from the LGA/ Area Council Collation Officers together with other materials and reports relating to the election, including Forms EC40G (I) and EC40H (III);
- (ii) Transfer the votes scored by each Political Party from Form EC8C into Form EC8D and enter the votes scored in both words and figures in the spaces provided;
- (iii) Add up the LGA results to obtain the State summary;
- (iv) Cross-check the totals of entries in Form EC8C with the CSRVs Secretariat;
- (v) Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled from Form EC40G(I) into Form EC40G(II) in respect of all LGAs;
- (vi) Announce loudly the votes scored by each party;
- (vii) Sign, date and stamp the form and request the polling agents or candidates to countersign;
- (viii) Hand over the Electoral Operations copy (top copy) of Form EC8D to the Resident Electoral Commissioner;
- (ix) Distribute copies of Form EC8D to Polling Agents and the Police;
- (x) Compare the total number of voters on Form EC40G (II) with the margin of win between the two leading candidates;
- (xi) If the margin of win is more than of the figure recorded in Form EC40G (III), proceed to enter the scores of the candidates in Form EC8E for the declaration of the Governorship election result;

78. The State Collation/Returning Officer for the Governorship election shall then complete Form EC8E, sign, date, stamp and declare the result of the Governorship election and return the candidate who:

*Making a Return/  
Declaration for  
Governorship  
Election*

- (i) Has the majority of votes cast at the election; and
- (ii) Has not less than one-quarter of the votes cast at the election in each of at least two-thirds of all the LGAs in the State.

79. The State Collation/Returning Officer shall proceed to:

*Distribution  
and Custody of  
Result Sheets for  
Governorship  
Election*

- (i) Hand over the Electoral Operations copy (top copy) of Form EC8E to the Resident Electoral Commissioner;
- (ii) Distribute copies of Form EC8E to Polling Agents or candidates of each party in the election and the Police;
- (iii) Complete the PWD status Form EC40(H) using Form EC40H(III);
- (iv) Submit to the State Resident Electoral Commissioner the original copy of Form EC8D and the declaration of result (Form EC8E) together with other election materials.

80. Where two or more candidates score exactly equal number of highest votes, the Returning Officer for the Governorship election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission

*Equality of Highest  
Votes by Two or  
more Candidates  
in Governorship  
Election*

81. Where no candidate meets the requirements of the majority of votes cast and the electoral two thirds, as provided for in Clause 76 (i) and (ii) in these Regulations and Guidelines, a run-off election will be organized by the Commission within 21 days in line with the provisions of Section 179(2) to (5) of the 1999 Constitution (as amended). *Run-off election for Governorship election*
82. Where the margin of lead between the two leading candidates is less than the total number of PVCs collected in the Polling Unit(s) where election was held or was cancelled in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return until polls have taken place in the affected Polling Unit(s) and the results incorporated into new Form EC8D and subsequently recorded into Form EC8E for Declaration and Return. *Supplementary election for Governorship election*
83. Where a Governorship election is uncontested, the Commission shall follow the procedure outlined in Section 179(1) of the 1999 Constitution (as amended). *Uncontested Governorship Election*
84. The LGA Collation Officer/Returning Officer for the State Constituency (House of Assembly) Election shall:  
  - (i) Take delivery of the original copies of Form EC8B(I) from RA/Ward Collation Officers together with other materials and reports relating to the election including Forms EC40G and EC40H, where applicable;
  - (ii) Collate the results for the State Constituency (State House of Assembly) election by entering the votes in the original copies of Form EC8B(I) into Form EC8C(I) in words and figures in the space provided;
  - (iii) Add up the RA/Ward results to obtain the LGA summary;
  - (iv) Cross-check the totals of entries in Form EC8C(I) with the Collation Support and Results Verification System (CSRVS) Secretariat;
  - (v) Transfer the total number of collected PVCs of Polling Units where election was not held or was cancelled for the respective RAs from Form EC40G into Form EC40G(I) where applicable;
  - (vi) Announce loudly the votes scored by each Political Party;
  - (vii) Date, sign and stamp the forms and request the Polling Agents to countersign;
  - (viii) Hand over the Electoral Operations copy (top copy) of Form EC8C(I) to the designated INEC Official;
  - (ix) Distribute duplicate copies of the form to the polling agents or candidates and the Police;
  - (x) Enter the score of each candidate into Form EC8E(I) for the State Constituency (State House of Assembly) and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency (State House of Assembly) election;
  - (xi) Hand over the Electoral Operations copy (top copy) of Form EC8E(I) to the designated INEC Official;
  - (xii) Distribute copies of Form EC8E(I) to Polling Agents or candidates and the Police;
  - (xiii) Complete where applicable, the PWD status Form EC40H(III) using Form EC40H(II);
  - (xiv) Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled equal number of votes on a date fixed by the Commission; and*Collation and Declaration of Election Results in State Constituency with one LGA*

- (xv) Submit the original copies of Form EC8C(I) to the State Constituency (State House of Assembly) Collation/Returning Officer at the State Constituency Collation Centre together with other materials and reports relating to the election, including Forms EC40G(I) and EC40H(III) where applicable (Rephrased: Submit to the EO the original copies of Forms EC8(III) and EC8E(I) together with other election materials).
85. Where the margin of lead between the two leading candidates is less than the total number of collected PVCs of the Polling Unit(s) where election was cancelled or not held in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act, the Returning Officer shall decline to make a return until polls have been conducted in the affected Polling Unit(s) and the results incorporated into the new Form EC8C(I) and subsequently recorded into Form EC8E(I) for Declaration and Return. *Supplementary Election for State Constituency Election*
86. The State Constituency Collation/Returning Officer for the State House of Assembly election comprising of more than one LGA shall: *Collation of Election Results in State Constituency with more than one LGA*
- (i) Take delivery of the original copies of Form EC8C(I) from the LGA Collation Officers together with other materials and reports relating to the election including Forms EC40G(I) and EC40H(III), where available;
  - (ii) Collate the results of the State House of Assembly election by entering the votes in the original copies of Form EC8C(I) into Form EC8D(I) and enter the votes scored in both figures and words in the spaces provided;
  - (iii) Add up the LGA results to obtain the State Constituency summary;
  - (iv) Cross-check the totals with the Collation Support and Result Verification System (CSRVS) Secretariat;
  - (v) Transfer the total number of collected PVCs of Polling Units where election was not held/cancelled for the respective LGA from Form EC40G(I) into Form EC40G(II);
  - (vi) Cross-check the entries in Form EC8D(I) and announce loudly the votes scored by each Political Party;
  - (vii) Sign, date and stamp the Form and request the polling agents to countersign;
  - (viii) Hand over the Electoral Operations' copy (top copy) of Form EC8D(I) to the designated INEC Official;
  - (ix) Distribute copies of Form EC8D(I) to polling agents or candidates and the Police;
  - (x) Enter the score of each candidate into Form EC8E(I) for the State House of Assembly and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency election;
  - (xi) Distribute copies of Form EC8E(I) to Polling Agents or candidates and the Police;
  - (xii) Complete where applicable, the PWD status Form EC40H(IV) using Form EC40H(II);
  - (xiii) Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
  - (xiv) Submit to the Electoral Officer the original copies of Form EC8D(I) and Form EC8E(I) together with other election materials.

87. Where the margin of lead between the two leading candidates is less than the total number of collected PVCs of the Polling Unit(s) where election was not held or cancelled in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return until polls have taken place in the affected Polling Unit(s) and the results incorporated into the new Form EC8D(I) and subsequently recorded into Form EC8E(I) for Declaration and Return.

*Supplementary  
Election for State  
Constituency with  
More than One LGA*

88. The State Constituency Collation/Returning Officer for the State House of Assembly Constituency election comprising less than one LGA shall:

*Collation of Election  
Results in State  
Constituency with  
more than one LGA*

- (i) Take delivery of the original copies of Form EC8B(I) from the RA/Ward Collation Officers together with other materials and reports relating to the election including Form EC40G(I);
- (ii) Collate the results of the State House of Assembly election by entering the votes in the original copies of Form EC8B(I) into Form EC8C(I) and enter the votes scored in both figures and words in the spaces provided;
- (iii) Add up the RA/Ward results to obtain the State Constituency summary;
- (iv) Cross-check the totals of entries with the CSRVS Secretariat;
- (v) Transfer the total number of collected PVCs of Polling Units where election was cancelled/not held from Form EC40G into Form EC40G (I);
- (vi) Cross-check the entries in Form EC8C(I) and announce loudly the votes scored by each Political Party;
- (vii) Sign, date and stamp the form and request the Polling Agents to countersign;
- (viii) Hand over the Electoral Operations' copy (top copy) of Form EC8C(I) to the designated INEC Official;
- (ix) Distribute copies of Form EC8C(I) to Polling Agents or candidates and the Police;
- (x) Enter the score of each candidate into Form EC8E(I) for the State House of Assembly and return as elected the candidate who scores the highest number of valid votes cast at the State Constituency election;
- (xi) Distribute copies of Form EC8E(I) to Polling Agents or candidates and the Police;
- (xii) Complete where applicable, the PWD Status Form EC40H(III) using Form EC40H(II);
- (xiii) Where two or more candidates score exactly equal number of highest votes, the Returning Officer of the State Constituency (House of Assembly) election shall not return any of the candidates and a fresh election shall be held for the candidates who polled the equal number of votes on a date fixed by the Commission;
- (XIV) Submit to the Electoral Officer the original copies of Form EC8C(I) and Form EC8E(I) together with other election materials.

89. Where the margin of lead between the two leading candidates is less than the total number of collected PVCs of the Polling Unit(s) where election was not held or was cancelled in line with Sections 24(2&3), 47(3) and 51(2) of the Electoral Act 2022, the Returning Officer shall decline to make a return until polls have taken place in the affected Polling Unit(s) and the results incorporated into the new Form EC8C(I) and subsequently recorded into Form EC8E(I) for Declaration and Return. *Supplementary Election for State Constituency with Less than One LGA*
90. (a) Collation of Results and the Return of a winner to the Office of the Chairman and Vice Chairman of an Area Council of the FCT shall follow, with necessary modifications, the same procedure for the final collation of the Governorship or Presidential election. *Collation of FCT Area Council Election Result*
- (b) Collation of Results and Return of winner to the Office of the Councillor of a Council Ward of an Area Council of the FCT shall follow, with necessary modifications, the same procedure for the final collation of the State Constituency seat of the House of Assembly of a State.
91. The following principles shall guide the collation of election results: *Principles for Result Collation*
- (i) Voting takes place at Polling Units. Therefore, Forms EC8A and EC60E are the building blocks for any collation of results;
  - (ii) All INEC staff (permanent and ad hoc) involved in the resumed collation of results shall conduct the process with openness and transparency;
  - (iii) In the course of collation of results, there shall be opportunity for all complaints to be heard insofar as they are not disruptive. However, the Commission and its designated officials, including Collation Officers (COs) and Returning Officers (ROs), shall have the final say in the collation of results; and
  - (iv) The collation shall be conducted in an atmosphere of mutual respect among all participants. There shall be zero tolerance for disruptive behaviour and intemperate language, and all participants must act with decorum.
92. At every level of collation, where the INEC copy of collated results from the immediate lower level of collation exists, it shall be adopted for collation. *Use of INEC Copies of Results where Available*
93. Where the INEC hardcopy of collated results from the immediate lower level of collation does not exist, the Collation Officer shall use electronically transmitted results or results from the IReV portal to continue collation. Where none of these exist, the Collation Officer shall ask for duplicate hardcopies issued by the Commission to the following bodies in the order below: *Collation where INEC Hardcopy of Results Do not Exist and Use of Duplicate Hardcopies from Other Agencies*
- (i) The Nigeria Police Force; and
  - (ii) Agents of Political Parties.
94. Where no hardcopy of collated results is available, the results, where possible, shall be regenerated from the preceding level (Collation or Polling Unit) in accordance with Clause 93 of these Regulations and Guidelines. *Regeneration of Results from Lower Levels*
95. A Polling Agent may request leave from the Collation Officer or Returning Officer, as applicable, to comment or raise objection on any issue during collation. The Collation Officer or Returning Officer shall rule on the merit of the comment or objection, provided that no comment or objection shall be allowed to disrupt the process of collation. *Request for Leave to Comment or Raise Objection by Polling Agents*

96. Rejection, cancellation or voiding of any result shall be strictly in accordance with the Electoral Act and these Regulations and Guidelines and must be recorded in the appropriate Form EC40G. *Rejection, Cancellation or Voiding of Results*
97. As much as practicable, Collation and Returning Officers who have commenced collation of the result of an election shall continue with the collation when it resumes. However, the Commission shall appoint new Collation and Returning Officers if the former ones are not available or if in the determination of the Commission it has become necessary to replace them. *Collation and Returning Officers to Complete Result Collation after Disruption*
98. The Collation or Returning Officer shall have the power to request security officials to remove any person from the Collation Centre who, in his/her determination, is acting in a disruptive manner. Such a person may be readmitted, with the approval of the Collation or Returning Officer upon assurance of good behaviour. *Power of Collation and Returning Officers to Remove Persons from the Collation Centre*
99. (a) Where the Commission receives a report and it is satisfied that a declaration/return may have been made involuntarily or contrary to law, regulations and guidelines, the Commission shall withhold the publication of the result(s) and issuance of Certificate of Return to the candidate declared the winner of the election. *Declaration/Return Made Involuntarily or Contrary to Law, Regulations and Guidelines*
- (b) The Commission shall within seven (7) days review such reports and the concerned result(s) and mandate the original Collation Officer or Returning Officer or a new one to make a declaration/return, which may entail the conduct of a supplementary or a rerun election.
100. The following responses and procedures shall be used in managing the issues identified in this Clause during elections and collation of results, particularly in determining where supplementary elections may hold in line with the "Margin of Lead Principle": *Managing the Margin of Lead Principle [Clause 62]*
- (i) Where the Commission is unable to deploy to Polling Units because of logistic challenges, a date for a supplementary election shall be announced.
  - (ii) Where there is wilful obstruction or resistance to the distribution of electoral materials or where there is resistance to the use of the BVAS or any electoral device deployed by the Commission, the affected Polling Units shall be credited with zero votes during collation and shall not count in the application of the Margin of Lead principle.
  - (iii) Whenever zero votes are entered or elections are rescheduled, Collation and Returning Officers shall ensure that the number of voters in the affected Polling Units are accounted for in compiling their results in order to prevent discrepancies in the figures for registered voters in the Register of Voters and the figures as collated.
  - (iv) Where the use of the BVAS is discontinued midway into the elections due to sustained malfunction and no replacement is available before 2:30 pm or any extended period for voting approved by the Commission, a time for a supplementary election shall be announced.
  - (v) Where the Commission determines that violent disruptions occurred in a substantial number of Polling Units in a constituency before the announcement of result, a fresh date for election in the affected Polling Units may be announced by the Commission, provided that

further supplementary election may not hold in the case of persistent disruptions and violence.

- (vi) Where a violent disruption occurs after announcement of results and ballot papers and result sheets are destroyed, regenerate the affected results from electronically transmitted results, or results from the IReV Portal or duplicate hardcopies, fill new replacement result sheets with the approval of the Resident Electoral Commissioner and proceed with collation of result.
  - (vii) Where result sheets are snatched or destroyed before they arrive at Collation Centres, regenerate the affected results from electronically transmitted results, or results from the IReV Portal or Duplicate Hardcopies, fill new replacement result sheets with the approval of the Resident Electoral Commissioner and proceed with collation of result.
  - (viii) Where balloting materials are still available or remaining after disruption at any stage of the election, proceed with available materials and conclude that stage of the election. However, where materials are inadequate, a new date will be announced by the Commission to conclude the election.
101. The following shall be allowed access to the electoral material distribution centres, Polling Units, Polling Stations and Collation Centres, provided that they are properly documented or identified:
- Access to Polling Units, Collation Centres, etc.*
- (i) Registered Voters (at Polling Units only)
  - (ii) Designated INEC Officials on Election Duty
  - (iii) Approved and Designated Security Officials
  - (iv) One Polling Agent per Political Party or candidate. Candidates who choose to serve as their own agents should inform the Commission in good time for proper documentation and identification.
  - (v) Accredited Journalists and Media Organizations.
  - (vi) Accredited Domestic and Foreign Observers.
102. Polling Agents may:
- Role of Polling Agents*
- (i) Observe the distribution of election materials, conduct of accreditation, voting, counting of ballots and the collation and declaration of results;
  - (ii) Call the attention of an election official to any irregularities, but not interfere;
  - (iii) Countersign the appropriate result forms at Polling Units and the appropriate results collation forms at Collation Centres; and
  - (iv) Comply with lawful directives issued by, or under the authority of, INEC and generally conduct themselves in an orderly manner.
103. Duly accredited Election Observers who are wearing the observer badges issued by the Commission for the election are entitled to:
- Role of Election Observers*
- (i) Observe the process including the distribution of election materials, conduct of the voting, sorting and counting of ballots, collation of results and announcement and declaration of results;
  - (ii) Call the attention of an election official to any irregularities, but shall not interfere; and
  - (iii) Ask questions for clarification where necessary.

104. Security Agents on Election Duty shall:

*Role of Security Agents*

- (i) Provide security at the Polling Units/polling stations and collation centres to ensure that the Polling Units, counting of ballots, collation and declaration of results are conducted without any disturbance;
- (ii) Take necessary measures to prevent violence or any activity that can threaten to disrupt the elections;
- (iii) Comply with any lawful directive(s) issued by or under the authority of INEC;
- (iv) Ensure the safety and security of all election personnel and materials by escorting and guarding the materials at all levels as appropriate;
- (v) Arrest on the instruction of the Presiding Officer or other INEC officials, any person(s) causing any disturbance or preventing the smooth conduct of proceedings at Polling Units/Stations and Collation Centres;
- (vi) On the instruction of the Presiding Officer, stand at the end of the queue of voters at the Polling Unit at the official close of poll to prevent any person joining in;
- (vii) Escort the Presiding Officer and other election officials to deliver the election results, ballot boxes and other election materials safely to the RA/Ward Collation Centre; and
- (viii) Escort Collation Officers to deliver election results to the Returning Officer and subsequently to the Resident Electoral Commissioner or Electoral Officer, as the case may be, for the submission of election materials and results.

105. It shall be the responsibility of election officials at all levels to ensure the safe return of all election materials placed in their custody to designated locations after every election. Reverse logistics should be carefully monitored, and materials returned should be audited by the relevant units of the Commission.

*Reverse Logistics*

106. These Regulations and Guidelines are made pursuant to the provisions of the Constitution of the Federal Republic of Nigeria, 1999 (as amended) and the Electoral Act 2022. The Commission may from time to time make additional regulations and guidelines for purposes of conducting elections in the form of amendments to these Regulations and Guidelines, supplements to it or as Schedules all of which shall form part and parcel of these Regulations and Guidelines.

*Amendments, Supplements and Schedules*

DATED at Abuja this 24th day of May 2022.



**Prof. Mahmood Yakubu**

Chairman





# ***Schedule***

## **Conducting Elections During the COVID-19 Pandemic and other Health Emergencies**

During the conduct of elections, the subsisting protocols by health authorities at any given time shall apply. However, in the event of a resurgence of the COVID-19 pandemic (or any of its variants) and other health emergencies, the following regulations and guidelines, in line with the provisions of the INEC Policy No. 01/2020 dated 21st May 2020, shall apply.

1. Wearing of face mask is mandatory at all election locations. An improvised face mask using a handkerchief, scarf or other such materials is acceptable. Any person who does not wear a face mask at a polling unit, collation centre or other venues where electoral activities are conducted shall be politely turned away, provided that no person shall wear a face mask branded with the insignia or unique identification of a political party/candidate or indicating the person's voting preference. Face masks and alcohol-based hand sanitizers shall be provided for the use of election officials by the Commission. Infrared thermometers shall be supplied and used at the Registration Area Collation Centres, the Local Government Area Collation Centres, the State Collation Centres and the National Collation Centre.

*General  
Health  
& Safety  
Measures*

2. All protocols issued by the Nigeria Centre for Disease Control (NCDC), the Presidential Task Force on COVID-19, State Committees on COVID-19 and other relevant health authorities shall be observed by election officials and all stakeholders. Where an election official, a voter or any other person present at an election venue shows symptoms of COVID-19:

*Compliance  
with Protocols  
Issued by  
Health  
Authorities*

- (i) The prevailing protocol shall be observed;
- (ii) The person must be isolated from other persons at the venue;
- (iii) The attention of security personnel should be drawn;
- (iv) The dedicated number for COVID – 19 emergencies shall be called;
- (v) If the affected person is an election official, the Commission must be notified through the Resident Electoral Commissioner (REC); and
- (vi) Any election official who believes that he/she has come into contact with an infected person should seek medical advice and make a report to the Commission.

3. At the Registration Area Centres (RACs):

*RAC Activities  
in COVID-19  
and other  
health  
emergencies*

- (i) COVID-19 awareness shall be included in RAC briefing. Handouts, flyers and information kit on the pandemic will be distributed to election staff at the RACs.
- (ii) At the RACs, election staff may be checked by RAC Managers or Supervisory Presiding Officers (SPOs) for COVID-19 symptoms such as high temperature and coughing. Staff showing serious symptoms will receive medical attention and be replaced immediately from the reserve of staff, on the approval of the Electoral Officer and Resident Electoral Commissioner (REC).
- (iii) Where there is insufficient space in an RA and no suitable alternative facility is available for a Super RAC option, canopies may be deployed outdoors to increase the available area for use.
- (iv) During the distribution of election materials, the SPOs shall ensure that there is no crowding, and that the distribution is orderly.

4. Transportation of election staff shall comply with COVID-19 containment protocols. Consequently, each vehicle deployed to convey election staff shall carry only 50% of its normal passenger capacity. All passengers and drivers must wear face masks. It shall be mandatory and the responsibility of vehicle owners to provide hand sanitizers for occupants of their vehicles. *Transportation of Staff*
5. In order to ensure adequate COVID-19 prevention compliance at Polling Units, the Commission may reorganize the queuing of voters or issue necessary codes of conduct for voters. *Queuing and Voter Code of Conduct*
6. In order to accommodate COVID-19 health protocols and additional activities in setting up the Polling Unit prior to accreditation and voting, the Commission may from time to time adjust the times for commencement and end of voting. *Adjustment of Times for Commencement and End of Voting*
7. There shall be a two-tier queuing system at the polling unit – an outer queue and an inner queue. The inner queue will be in the waiting or voting area. *Queuing, Accreditation and Voting*
  - (a) Persons wishing to vote shall join the outer queue from which the APO III shall bring voters to the inner queue in manageable batches.
  - (b) Social distancing of two (2) metres (six feet) must be maintained on the queues and all around the polling unit. Queues may be demarcated for social distancing of two (2) metres (six feet) using twines and markings. Tags may be used for batching of voters and crowd control.
  - (c) The APO III and security officials shall ensure that every voter joining the outer queue is wearing a face mask. Any person without a face mask shall be politely turned away from the polling unit.
  - (d) Any person who wears a face mask branded with the insignia or unique identification of a political party/candidate or indicating the person's voting preference, shall also be turned away from the polling unit.
  - (e) Where hand washing facilities are available, voters should be encouraged to wash their hands thoroughly before joining the queue.
8. Prior to the commencement of accreditation and voting the Presiding Officer shall: *Pre-accreditation procedure*
  - (i) Designate a safe area where voters who wish to observe the counting of votes and announcement of result shall wait after they cast their votes.
  - (ii) Ensure that every person in the voting area is wearing a mask. Any person without a face mask shall be requested to leave the voting area. However, the Presiding Officer may request individuals to lower their face masks for proper identification.
  - (iii) Ensure that all electoral officials (PO, APO I, II and III) properly sanitize their hands with the alcohol-based hand sanitizer provided.
  - (iv) Have the APO III or any other official loudly read out the Voters Code of Conduct (VCC) and paste the VCC Poster conspicuously on a surface where everybody will see it.
  - (v) Invite the first batch of voters into the voting area.
9. During accreditation and voting: *Procedure During Accreditation and Voting*
  - (i) Face masks must be worn and social distancing of 2 metres (6 feet) shall be maintained by all present.
  - (ii) APO II in checking the Register of Voters may request that prospective voters remove their face masks for proper identification.
  - (iii) There shall be periodic disinfection of chairs, tables and work area, as

well as adequate ventilation at the Polling Units.

- (iv) The Bimodal Voter Accreditation System (BVAS) and other shared voting materials such as Braille Ballot Guides and magnifying glasses, shall be sterilized with the prescribed decontaminant after use by a voter.
  - (v) A voter may request for hand sanitizer before having his/her fingerprint read by the BVAS, which will be provided, if available.
  - (vi) The APO I may request to clean the fingers of a voter with the prescribed disinfectant before his/her fingerprint is read by the BVAS.
10. After a voter casts his/her vote, he or she shall leave the voting area taking every personal item, and if he/she intends to observe the counting of votes and announcement of result, move to the designated area for that purpose. *Voters Wishing to Observe Counting and Declaration*
11. At the close of polls, the PO and APOs shall ensure that materials are properly disinfected, carefully packaged and that used personal protective materials are hygienically packaged for disposal. Reusable personal protective materials shall also be carefully packaged and sent to designated collection points. *Closing of Polling Units*
12. At all Collation Centres:
- (i) There shall be a designated area outside the Collation Hall for the implementation of safety and health measures such as compulsory wearing of face mask, hand sanitizing and body temperature check.
  - (ii) There shall be two (2) metres (six feet) queuing distancing for everyone seeking to enter the Collation Hall.
  - (iii) There shall also be 2 metres (6 feet) sitting spacing arrangement within the collation hall.
  - (iv) In order to prevent overcrowding during collation, only one Polling Agent of a party on the ballot (or the candidate in person) for the election(s) shall be allowed into the Collation Hall.
  - (v) Seats may be reserved for Election Observers based on available space in the Collation Hall and other COVID-19 considerations. Where there is not enough space to accommodate all Elections Observers in the Collation Hall, observer groups may be requested to elect those to represent all observes in the Collation Hall.
13. Within the limits of the law, the Commission may postpone, suspend or reschedule an electoral activity during the COVID-19 pandemic or other health emergencies on the advice of health authorities and consultation with stakeholders. *Postponement or Suspension of Electoral Activity*



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